

# Establishing Routines

Before you can decide on what routines will work for you and your family, begin by answering these questions:

What tasks do you need to complete each day in order to get to work?

Which tasks do you need to do each day to get your kids to school?

Which tasks do you need to do each day to eat?

Which errands do you need to get done daily?

Which tasks need to get done each day in order for you to get some exercise?

Which tasks do I need to get done to maintain an organized home?

Make the list. In the beginning, nothing is too small, if you want to work "brush teeth" into your routine, that's great.

When I was creating mine, I found it much easier to throw everything in and edit out later.

On the following pages are some ideas which you may want to consider adding to your routines.

## MORNING CHECKLIST

I have way more things on my evening routine so that I can get out the door more quickly in the morning:

### BATHROOM

\_\_\_ Grooming

\_\_\_ Wipe the sink

### BEDROOM

\_\_\_ Dress

\_\_\_ Make Bed

\_\_\_ Tidy night table

### KITCHEN

\_\_\_ Prepare and eat breakfast(s)

\_\_\_ Defrost ingredients for dinner

\_\_\_ Pack lunches

### LAUNCH PAD

\_\_\_ Check work bag for keys, cell phone, work papers

\_\_\_ Check school bags

## MIDDAY CHECKLIST

Whether you work in an office or at home, I suggest completing the following either right before or right after your lunch break:

### DESK/COMPUTER

\_\_\_ Check in with To Do list

\_\_\_ Schedule appointments

\_\_\_ Clean out 5 personal emails from your inbox

\_\_\_ Respond to meeting requests, evites and invitations

\_\_\_ Check your calendar. Are there any birthdays/anniversaries/important dates this week/next week?

### ERRANDS

\_\_\_ Bank: Banking/ATM

\_\_\_ Post Office: Do you have anything to mail? Stamps?

\_\_\_ Drugstore: Toiletries, greeting cards, odds & ends

\_\_\_ Dry cleaner

### EVENING CHECKLIST

My #1 tip for successfully checking off this list is to start these tasks the minute you walk in the door. I personally go straight into the kitchen. Don't wait until you're half asleep on the couch to begin your evening routine.

## KITCHEN

- \_\_\_ Prepare dinner
- \_\_\_ Add items to running grocery list
- \_\_\_ Check in with your menu plan for the week
- \_\_\_ What's for lunch tomorrow?
- \_\_\_ What are tomorrow's snacks?
- \_\_\_ What's for dinner tomorrow?
- \_\_\_ Pack lunch bags
- \_\_\_ Wipe down kitchen counters

## LAUNCH PAD

- \_\_\_ Pack/refresh work bags
- \_\_\_ Pack/refresh gym bags

## BEDROOM

- \_\_\_ Lay out clothes for next day

\_\_\_ Tidy the night table

\_\_\_ Create tomorrow's To Do list

## BATHROOM

\_\_\_ Evening grooming

\_\_\_ Wipe down sink

## EXTRA CREDIT

Extra credit tasks are for days when you have either extra time, or extra energy.

\_\_\_ Choose one room and declutter for 10 minutes

\_\_\_ Respond to 5 more personal emails

\_\_\_ Tackle a 30 Minute organizing Project

\_\_\_ Make it a laundry day