

# Time Management for our daughters

*Training our Daughters  
to be good stewards of their  
time.*



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## Part 1...I am a CEO?!?!

One of the most important things in your life is going to be how you organize and manage your time. Being a wife and caring for a home can be about as big of a job as a CEO of a company. You both have 3 important roles to fill:

1. Leadership---making the home run effectively.
2. Management---making the home run efficiently.
3. Innovation—being able to do “new things” improving upon old ways.

### **The definition of a CEO is:**

the leader of an organization(family). This title is given to someone who is occupying the highest position in an organization(family) and is solely responsible for the success or the failure of it.

### **The definition of time management is:**

The act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency, or productivity.  
(source Wikipedia)

\*\*please note, yes your husband will be responsible for the home life as well, but majority of the work will rest on your shoulders.

As a teenager, this is an important time of your life to learn this principle as you plan and prepare for your future.....

### ***Be an effective organizer of your time***

After living on this earth for 40 years, I have come into contact with many women who run their homes. The ones that do so effectively and easily, have a plan. The ones that struggle with not having enough time to get things done, or the ones whose homes are in disarray most of the time, those are the ones that have not learned to effectively organize their time.

This principle is key for you to learn to be a successful wife and manager of your home.

Please note, that ALL moms, go through seasons in life, we have babies, we have many little ones, we are bedridden in pregnancy so there are times when the home will be in disarray, times when things just can't get done. I am not talking of those times. I was there many of times in my 20 years of marriage and 10 children. My prayer for you is to learn to be an effective manager of your home. I don't want you to make excuses your whole life that you just can't get things done. If you were to work at a career or job outside of the home, your boss would expect you to make the minimal

steps to complete a task, and do things effectively and efficiently. That is my hope as well.

Use this book as a manual of how to be an effective and efficient *CEO* of your future home.

## Part 2.....Time wasters

There are many ways, you as daughters, training to be future wives and mothers, can help with your share around the home, One way is by not wasting time. We waste time by:

- Doing tasks slowly
- Doing tasks haphazardly and taking unnecessary steps
- Watching shows or doing social media updates all day

There is nothing wrong with watching shows and being online checking things, but what I want you to learn is to set aside a block of time during your day to do it. Don't let the media world to have control of when you get things done. You be in control.

We will start simple. Let's evaluate how much of your time is wasted when taking care of your bedroom.

# Assignment

This week, take notice of how long it takes you to clean up your room.

Let's start with making your bed.

Set a timer and time it. Write down your answers for a few days this week. Evaluate what are some ways you can cut back on those seconds?

- Did you have bed clothing piled on a chair in a convenient spot? Or did you waste steps going to get each piece?
- Did you take any other useless steps?
- Did you stop to do anything else before finishing?
- Did you make any mistakes in folding your sheets back?
- Is the bed placed in an area where it has to be moved to make it? Example, moved away from the wall, etc

These are just examples of ways to help you to make your bed more quickly. Think of ways of saving *waste motion*. If you study how to save time in making a bed in this way you are doing what the CEO of a company does when trying to be more effective.

After taking note of steps you can help to improve upon, time yourself again, see how you do.

Next step, cleaning your room.

Time yourself on how long it takes to regularly clean your room. Is it taking you hours each week to pick up your room? You need to help cut down on those times. Evaluate is it



because of wasted motion steps in cleaning your room? Do you walk in different patterns when cleaning your room, instead of working in a systematic pattern?

Learn to work in a clock pattern. Start at 12 o'clock and work your way around your room according to the movements of the clock hands. By the time you get back to 12 you will have completed the room.

Is the reason it takes so long because your room needs to be de-cluttered? Do you have so many things that it is hard to find what you exactly need, through all the stuff? Keep reading for help in de-cluttering.

## Part 3... Conveniently located

Another way of saving time when putting your room in order is "to have a place for everything, and everything in its place."

This means more than merely putting your clothes in the closet. It means working out a plan for putting things in the most convenient places.

Have you ever wanted to find that skirt in a hurry when dressing for church and then were delayed because it was at the back of the closet with other clothes on top of it? Do you think it will be worth while to plan just where to hang your coat, tops, and dresses? Where will you plan to put things which you wear every day? Things which get worn once per year?

A well arranged closet, will include keeping things off the floor as much as possible so that it can be cleaned quickly and easily. In a well arranged closet there should be some way of keeping shoes off of the floor. You can keep them in shoe racks or on low shelves. Please make sure that when you put your shoes in your closet, you take special care that they are clean. As soon as you put them away, check them for dirt and scuffs and remove it promptly. The next time you need to

wear them out, there is not a need to have to wipe them down and waste time.

Do you have things neatly arranged on your closet shelves? Are they accessible in times of need or do you waste time hunting for things when you are in a hurry?

When you look for socks to wear, do you have to sort through pairs, looking for that matching set, only to discover a hole in the toe? Is your undergarments placed neatly in an area, instead of thrown haphazardly? What about pajamas? Do you have proper night clothes, not run down and stretched out? You only need a few pairs of pajamas, it is something you wear to bed after being cleaned, not something that gets dirty each day. Place them back in your drawer to wear again for a few days.

## Assignment

You are going to be an effective engineer in designing how your closet and dresser should go together.

- Take everything out of your closet.
- Get rid of ruined clothing, set aside in a pile, clothing that needs to be mended, and put clothing that you haven't worn for over a year in a donation bag.

- Take the clothing that is not worn much and place that in the back of the closet.
- Place your nicer clothing for church and outings next in the closet, you won't need these as often.
- Put everyday clothing right in the front. Organize it according to dresses, skirts, short sleeve top, long sleeve tops, and undershirts. You can also do it according to the colors of the rainbow ROY G BIV (red, orange, yellow, green, blue, indigo, and violet)
- If you find that most of your items do not fit, then start weeding out. Take note of how many undershirts that you NEED and get rid of the rest. Keep a basic amount. You can only wear 1 outfit per day and seven a week.
- Put items that are not needed regularly like belts, scarves, etc in containers on top of your closet.
- Place your shoes on a shoe rack or in a shoe bag on the back of the door.
- Keep only things that you need to access in your closet, do not keep things that you are just holding on to -- because. Place that in a separate area, maybe under the bed or in a storage section of your home.

This week, take note of how effective you have been in designing your clothing arrangement. Notice how much time you spend trying to decide what to wear.

Are there too many choices? Does clothing end up on the floor of the closet each day? Why is that and what can you do to fix that? Is there items that keep getting knocked over when you try and grab daily items?

Fix and redesign it again. You will do this over and over until you can just walk into your closet, get out an outfit and put it on without reeking havoc in your closet.

The plan for having a convenient arrangement for keeping things in order needs to be applied to your dresser as well. When you go to your dresser can you find what you need without looking through every drawer to find it? If you cannot answer "yes" to this question, then it is time to effectively clean and organize your dresser drawers.

- These same principles apply to your dresser, take everything out and then start sorting.
- Throw out, old, worn out socks, undergarments, and clothing.
- Place items neatly in drawers, putting everyday items up front and others in the back.

## **Part 4... habit of putting things away**

Having a convenient place for everything is important for time management. But it is only part of the solution, the other part is to actually put things in their places.

It is much easier and saves time if you do not drop things just anywhere you feel like dropping them in your room. If you put things away and hang up your clothes at night, there will be no picking up to do in the morning.

**The habit of putting things away instead of putting things down is your new goal.**

You need to emphasize doing the tasks that will take you less than 2 minutes to put away, right away. Otherwise that small job will turn into an "add it to my to do list later" item. The more that we can get done in the moment, the less we will have to remember to do them again later.

This principle can be adapted to be even more powerful when you get into the habit of using it beyond physical items in your room or home, but also with digital information and follow-up tasks.

Let's say you receive an invite for an upcoming party, if you are able to attend, RSVP now, not later. Then mark it on your calendar and throw away the invite. What about email that comes into your box and needs information attended to? Reply right away, and then you can clear your inbox. Letting your inbox fill up with email is just like leaving items on the countertop because you don't want to put them away now.

**One of my favorite sayings is, “Never put off till tomorrow, what you can do today.”**

Use that even in the littlest of applications in life. If you can put away all your items after returning from a shopping trip now, then do it. Don't wait till a later time to put things away. Why wait? Stop procrastinating and just get it done.

## Assignment

You are going to take note to pay attention to immediately getting done what can be done, instead of waiting until a later time. Apply this principle when returning home from being gone all day, when you complete activities and have to put large amounts of stuff away, and as you go about your daily life. Look at each opportunity to get things done, instead of waiting for a later date.

Are you noticing that you are more apt to just dropping your items and leaving them for a later time? Are you stopping and reminding yourself that instead of putting things down, I need to put them away?

Work this week at being consistent at putting things away immediately instead of waiting for a later time. Do not put off for later which you can do right now. Take the extra 2 minutes and get it done.



## Part 5... avoid the “cluttered look”

*Have nothing in your houses that you do not know to be useful or believe to be beautiful.” - William Morris*

For some of you, you may have grown up in a cluttered home. A place where cupboards would not close, closets and dressers were overflowing with clothing, and stuff was shoved under the beds and into nooks and crannies. When guests came over, everyone did their share to pick up every area of the home. Does that sound all too familiar?

Most people don't even notice that they have too much stuff. It is something that is overlooked. But day after day they are spending hours trying to get ahead of housecleaning and organizing. They are constantly making an excuse as to why their home is in disarray. The answer is very simple of what they need to do to help those issues....they need to declutter!!!

To understand the definition of declutter, we need to define what “clutter” is:

*to fill up or possibly cover with dispersed or disordered items that obstruct movement as well as minimize effectiveness.*

Therefore, declutter is the opposite action. It really is to sort items and get tidy. It means to order items, to put things in place where they belong.

Most peoples' homes are full of things. We live in a land of "stuff." Stuff that makes us feel good, stuff that we don't want to get rid of, and stuff that takes over our lives.

It begins when we own too many things. So when we have fewer items the easier it is to keep clutter at a minimum.

The first and easiest ways to start decluttering is to remove the excessive possessions that are stealing our lives, times, and energy.

In your process of removing the excess, it can be helpful to define what it is that is causing your clutter. Usually it is defined in 3 ways:

1. Too much stuff in too small of a space
2. Anything that you no longer use or like
3. Anything that leads to a feeling of disorganization

It is not good to have too many things in your room. A few well arranged items on top of your dresser make it much easier to keep order and will help you save time in caring for your room.

How is your desk looking? Is it cluttered and untidy looking? Are there books that you don't regularly use that are left out? Are there things on the top of the table that should be kept in drawers or boxes? What other places in your room may be in disorder and full of unnecessary things?

# Assignment

You are going to declutter your room.

Here are some simple steps to declutter your room:

1. Clear a working area probably in the middle, where you can sort things. Gather a bag for trash, boxes for donate and return to other areas of the home.
2. Work in a clock pattern around your room start at 12 and move around the room in a clockwise pattern.
3. Do one drawer or shelf at a time.
4. Pull everything out of the drawer or shelf and set it in your working area. Sort the items into the appropriate places—trash, give away, or return to the drawer or shelf.
5. When deciding where each item should go you need to make an instant decision. Think about when was the last time you used this? If you haven't used it for 6 months

or more you probably won't. Exceptions to seasonal items.

6. Continue to work on your entire room until you return back to the 12 o'clock mark.

If this is the first time that you have decluttered your room, it will probably take a few hours. Work in sections if it seems to overwhelm you. Take a break and do something else in between. The more that you do this, it will normally only take an hour or so to upkeep your room.

One thing that I notice that will get overlooked when cleaning out a room is a brush full of hair. Make sure that you regularly clean out your brushes and wash them with soapy water. When setting up your dresser, think what items you absolutely need to leave out and put the rest away.

The same is true for your desks and nightstands. You can only read one book at a time, you don't paint your nails each day, or you don't listen to ALL of those CDs at one time. Put away every item that is not used daily. Keep it simple.

When you stand back and notice your room, take note which areas look cluttered. Go back and redo those areas. You want a simple, not chaotic look. Leave out only the items that are used regularly and put the rest away. A clean room will give

you a sense of accomplishment and peace, knowing that you have done a good job. Keep up on it.

## Part 6... a morning schedule

When you establish a routine for yourself each morning, you are creating an environment of consistency. When you are a CEO in charge of a family your morning routine affects your employees (family members). With consistency comes known expectations of roles and responsibilities, known outcomes and a happier calmer family life. How does your morning routine measure up? Ask yourself the following questions:

- Do you ever feel rushed in the mornings?
- Do you feel stressed out, when mother is cross because you slept in late?
- Do you find like you are getting distracted from completing your most important tasks?
- Do you regularly feel like you have just wasted your day?

If you answered "yes" to these questions then it is time to establish a morning routine. You want your day to get off to a great start, especially if you are in charge of a bunch of employees(children.)

Having a morning routine means implementing and establishing a consistent routine to help create order in your home life and to help you gain control of your day.

When you have a morning routine, it usually does not involve hitting the snooze button on your alarm 4 times before you actually roll out of bed or scanning Facebook to see what the world is up to. It involves carefully set up tasks and habits that are to be completed before you begin your day.

Why should you do all of this? Remember we are viewing your future life as the life of a successful CEO. Think about your favorite things to do in life. Do you have a certain non profit group, you like to involve yourself in? Is there a certain place where you like to eat at? Do you have a business that you like to frequent because of their top customer service? In our lives we are drawn to certain businesses, products, bosses, and friends because they provide consistently good food, products, leadership and friendship, right? If we expect value and consistency in those things, why shouldn't we expect them in our own lives? Having a morning routine is just one of those things to help give you order and calmness to your day.

## Assignment

Upon leaving your room in the morning before going to breakfast your room should be in order. But sometimes when waking up later, there isn't much time for keeping your room

tidy. A well worked out schedule for the things you have to do before leaving the house in the morning will help to solve this problem.

Here are some questions that will help you figure out your morning schedule:

- Do you make needless trips back and forth across the room and up and down the stairs?
- How many minutes does it take you to put your room in order and make the bed? Can you think of any way to cut down this time?
- Did you hang up your clothing the night before and leave things in order so that there are no unnecessary things to do in the morning?
- Have you planned exactly which things to do before breakfast and what to do after breakfast so that you won't waste time?
- Do you have regular morning chores that you are responsible for doing? Start them on your own, don't make your mother remind you. You are growing up to be a woman, you don't need your mom reminding you of simple routine tasks.
- Do you set aside a set time to do your email, Facebook, and other internet outlets? This can be a huge time



waster. Set aside some time during the day and stick with it to answer emails, etc.

Lets get your routine started.

Make a list of what you do in the morning before and after breakfast. Get detailed, write the amount of minutes as well. Then let your Mom review your list and offer help in areas that can be improved upon. After getting advice, try and experiment every morning until you have worked out the most satisfactory schedule. One that becomes a habit for everyday.

## Part 7 weekly cleaning

You will find that if you have followed the daily practice of keeping your room in order, it is much less of a task to clean it each week. There won't be any shoes on the floor, no clothes to pick up and no trash on your desk. Most housewives will have a general rule of order when it comes to cleaning a bedroom. Here is a sample to follow that will help you to do it quickly and thoroughly.

1. Wash the sheets and air the bed each week. Do this early enough to allow the bed time to air out.
2. Bring all the tools you need to clean your room. This is another way to help save wasteful time.
3. Dust and wipe down all tabletop areas in your room. Wipe down all media screens, keyboards, etc.
4. Cleaning the floor is last. Sweep, vacuum, or wash as needed.

Now evaluate yourself, do you think that you can save time next week and yet do as through of a job in cleaning?

Why is it worthwhile to keep your room in order?

- It is sanitary and healthful to keep your room clean and orderly.
- It saves time when you are in a hurry.
- It is an opportunity for you to do your share in helping to keep house.

You are in training to be a CEO of a household. CEO 's of a company do not leave things alone, they work, they organize, they cut back on, they see where they need to make cuts, they strive to be efficient in ALL WAYS. You as a wife in training are preparing yourself to be an efficient CEO at home.

Let's take these two scenarios: imagine walking by a room and you looked in and this room was in disorder. The bed was not made, clothing was thrown upon the floor, window curtains were crooked and dirty.

Now imagine you pass by another room. In this room the bed is nicely made with clean bedding. The curtains hang fresh and straight in the window, clothing is hung neatly in the closets, and there isn't a speck of dust to be seen.

In which of these rooms would you want to invite your friends over to ? Where would you want to spend the afternoon reading or sewing in? Why do we prefer the clean and orderly

room? Do you ever feel disturbed and confused when you are in a place that is torn up and disorderly? Do you not feel happier when your room is cleaned?

## Assignment

Do you have a regular schedule of cleaning or tasks that you are expected to carry out each week? Your assignment is to make a schedule showing what you do each day in the week. Record the number of minutes or hours that you spend each week helping with the housework.

Take into consideration the following:

- Do you only do the things that you are asked to do in helping at home?
- Do you think to offer to do extra things so that your mother may have a little relief or fun?
- Do you do your share of the work willingly and pleasantly?
- Do you have to be reminded constantly of your responsibilities?

Just as you saved time in cleaning your room, you can save time cleaning and caring for other rooms. The most important thing is to have a plan for doing your work so that you eliminate needless steps and motions.

Sometimes when cleaning several rooms it is better to do all the sweeping, then do all the dusting, etc. Sometimes it is better to dust, sweep, and finish each room as you go. Try different ways of doing your cleaning and find the quickest way of doing your work.

Your goal is to eliminate wasted time. You want to be efficient at what you do. Remember when you take less time to do daily and weekly habits, that leaves more time for fun and freedom.

Follow up:

Since reading this book.....

1. What are some ways you have changed in taking care of your room?
2. What things have you done to increase your speed?
3. What have you done to prevent cluttering in your room with unnecessary things?
4. What have you changed in your weekly cleaning?