



FamilyManager™



Makeover Action Plan

The Weeks Family

September 11, 2006



Prepared by:

Ann Weeks

Certified Family Manager Coach

214-555-1212



Home & Property Department

*overseeing the maintenance and care of your family's belongings, your house,
its surroundings, and your vehicles*

TOP 3 PRIORITIES

- *To maximize the storage spaces in our home*
- *To work as a family team on household chores*
- *To de-clutter our home and get organized*

STRESS RELIEF

TACKLE NOW

- *General Clutter/Disorganization*
- *Attic*
- *Younger Child's Bedroom 1*

TACKLE NEXT

- *Closets/Drawers/Storage Spaces*
- *Older Child's Bedroom 1*
- *Housecleaning*

KEY STRATEGIES & SOLUTIONS

- *10-Minute Cleaning*
- *7-Minute Nightly Sprint*
- *Attic Organization*
- *Closet Organizing Strategies*



QUOTES TO NOTE

Good order is the foundation of all good things.

-- Edmund Burke

Clean and orderly are important but so are warm and welcoming. When children grow up they won't remember if the towels were perfectly folded and the floors were spotless. They will remember if home was a good place to be.

-- Kathy Peel



TIME ROBBERS & Quick Fixes

I often need to return items that I buy but I can't find the receipts

Keep a special envelope or file at your Control Central and keep all receipts there.

I go to the grocery store often.

Use Grocery Manager Envelopes to plan menus ahead and write down all ingredients needed. Keep your pantry well stocked.

I spend a lot of time refereeing kids' arguments about who gets to play with what and for how long.

Make sure your house rules cover things like sharing toys, time spent at the computer, etc. Use a timer to regulate each child's usage.

My child (children) often misplaces school papers, permission forms, and other important papers

Create an in-box for each family member. When kids get home from school, have them unload backpacks right away and put important papers in their in-box. Mom or Dad go through in-box and read papers at night.

I often forget where I put my car keys.

Put a hook by your exit door and start the habit of hanging your keys on it when you walk in the door. Or, have a special bowl or basket where you always put your keys.

I answer the phone every time it rings.

Screen your calls with caller ID, an answering machine, or voice mail.

I often feel overwhelmed with responsibilities; I don't know where to start.

Use a Daily Hit List





22ND DAY CHANGE PLAN

When we make a change in our behavior and do some new action for 21 consecutive days we begin to form a habit. On the 22nd day, it will be harder not to do the new habit than it was on the first day to make the change.

Think about some habits you would like to change. Use the seven departments to help you think through different areas of your home and life and write them below. They don't have to be big things. Many times small changes make a big difference. Choose one or two to begin now, and do it for 21 days. On the 22nd day you'll have a new habit.

Home and Property

Food

Family and Friends

Finance

Special Events

Time and Scheduling

Personal Management

The two habits I will begin today to incorporate in my life are:

1.

2.