

## Burnout-Busters for Busy Moms

**Set up a Command Center** Remember The Bridge on "Star Trek"? This should be an area close to your family's activities in the house, not totally isolated - you want to actually *use* it!

**Have a plan.** Some sort of planner, calendar, and/or note system will be helpful. Because our family tends to be predominantly visual, I find it helpful to use lists like the Tidy Room checklist. I also have a weekly chore chart system that incorporates child training with housekeeping.

**Develop a daily schedule.** Even if you don't always stick to it, have one! Following a basic routine gives your life (and your family) stability.

**Store items closest to point of use.** Notice if you habitually must go somewhere else to get what you need to accomplish a task.

**Make your kitchen kid-friendly.** If you want them to fix their own breakfast, put the cereal or other breakfast items where they can reach them. Put dishes in a cabinet low enough for them to set the table or get their own drinks (unless you are trying to avoid this!).

**Have an Errand Box.** If you tend to forget to return items, or forget to put them in the car, make yourself an Errand Box or Errand Basket. I keep mine in my "going-out cupboard."

**Color code when possible.** Assign each child a color and buy towels, napkins, cups, etc. in those colors. You will easily know whose towel is on the floor, which basket the math book goes into, which file the papers go in, etc.

**Pray.** I try to remember to pray for the people I'm "doing for" (as I do laundry, toilets, floors, etc.).

**Have a short term holding area, if needed.** Picked something up and aren't sure where it goes yet? Have a small short-term holding area (one designated basket or drawer or shelf) *but plan regularly to clear it out.*

**Keep track of library books.** Have one location for library books (library basket, shelf, etc.) and remind the children to always return books/videos to that location. Clip a copy of the library book printout or the check-out cards to the basket so you will be sure you have all the books upon your return trip. I then photocopy stacks of spines as I return them as a back-up record of returns.

**Keep current in your lesson planning/work evaluation.** It is not critical what system you use. What is important is that you *use* it.

**De-clutter!!** Paring down the number of possessions that we have to take care of frees up more time to spend together. If you spend 10 minutes a day looking for stuff, you spend 60+ hours EACH YEAR looking for things.

**Delegate.** Don't do anything that someone else could do. Home management training (including a chore system) is part of a well-rounded education!

**Enjoy your blessings.** Don't get so caught up in *doing school* or *managing the household* that you neglect to *teach your children* or *enjoy your family.*

## RECOMMENDED RESOURCES – ORGANIZATION

- David Allen *Getting Things Done*
- Don Aslett *Is There Life After Housework?*
- Emilie Barnes *Survival for Busy Women*  
*Creative Home Organizer*  
*15-Minute Home and Family Organizer*  
*More Hours in My Day*
- Carol Barnier *If I'm Diapering a Watermelon, Then Where'd I Leave the Baby?*
- Vicki Bentley *My Homeschool Planner*  
*The Everyday Family Chore System*  
*Everyday Cooking*  
*The Organized Home Schooler*  
*Sink Reflections*  
*The Complete Guide...Getting & Staying Organized*  
*House Works*  
*Messies Manual / Smart Organizing/Organizing Magic*  
*The Organized Student*  
*Finally Organized, Finally Free*  
*Taming the Paper Tiger*  
*Conquering Chronic Disorganization*  
*ADD-Friendly Ways to Organize Your Life*  
*Organizing for the Creative Person*  
*Idiot's Guide to Organizing Your Life*  
*Ordering Your Private World*  
*Bonnie's Household Organizer*  
*401 Ways to Get Your Kids to Work at Home*  
*Time Management from the Inside Out*  
*Organizing from the Inside Out—For Teens*  
*Disciplines of the Beautiful Woman*  
*Maidservant – Home Management Notebook*  
*The Homemaker's Helper – planner sheets*  
*Simplify Your Life*  
*Confessions of a Happily Organized Family*  
*Organizing Plain & Simple*  
*Marnie's Kitchen Shortcuts*  
*Margin*  
*Flourish*  
*Busy Mom's Guide to Simple Living*  
*I Used to Be So Organized*  
*Getting Organized*  
*Cleaning House: A Mom's 12-Month Experiment*
- Julie Morgenstern
- Julie & Jessi Morgenstern
- Anne Ortlund
- Rachel Ramey
- Marcia Ramsland
- Denise Schofield
- Donna Smallin
- Marnie Swedberg
- Richard Swenson
- Mary Jo Tate
- Jackie Wellwood
- Glynnis Whitwer
- Stephanie Winston
- Kay Wills Wyma
- [www.flylady.net](http://www.flylady.net)
- [www.titus2homemaker.com](http://www.titus2homemaker.com)
- [www.everydayhomemaking.com](http://www.everydayhomemaking.com)
- [www.hslda.org/earlyyears](http://www.hslda.org/earlyyears) and [www.hslda.org/highschool](http://www.hslda.org/highschool)

# Hope for the Organizationally Challenged!

ORGANIZATION is about STUFF and TIME.

Re-define "normal" – Start with a routine. Make a list of have-to's.

Margin

Set goals

A few ideas...

About the house

Laundry

Meals

Lesson planning

Helpful hints:

If you fail to plan, you \_\_\_\_\_. Time invested in planning, preparing, organizing is vital to making the most of your time.

Pray about what God wants you to work on for your family.

Start \_\_\_\_\_. Forget yesterday's "failures." You can always begin where you are today.

Ask your husband for guidance – what's important to him?

Find a balance - Look for ways to bring order to your home, but don't allow organization to \_\_\_\_\_.