

Organizing Your Family



There was never a time where the family has so many things, so much to do, so many choices, and so very little time to keep the household organized and functional. Trying to keep track of who needs to be where, and when, can be tiring and, at times, overwhelming. Start the New Year with a simple resolution to be better organized. This involves cooperation from the whole family, because in the end everybody benefits. A family meeting is in order.

Do you need help getting organized? Do you feel overwhelmed and don't know where to start? Check out my new book *"Kick the Clutter, Get Organized"* - 101 tips to organize any space in your home and office. This powerful little book will take you from chaos to clarity.

How to Manage Your Family

- Buy a large, blank write-on/wipe off wall planner with large squares to enter your family's daily, weekly or monthly activities. Keep the same planner or calendar for your professional life. Ask older children to enter their own activities; younger children can use colour code or pictures to identify their activities.

Confront Your Clutter

- Schedule a few hours a week for family clutter control. Create a Ten-Minute chore box using recipe cards for yourself and one for each family member. Each person's box should contain chores that take no longer than ten minutes to complete. Assign the chores to abilities. For example: Ten year olds are capable of vacuuming and dusting, while three year olds can pick up their toys.

Kids and Chores

- Kids don't like chores. In order to feel confident and independent they have to learn how to take care of the house and themselves. Write these chores on recipe cards. Each day, each person pulls out a recipe card from his or her box. When the chore is finished, that card is placed in a holding envelope until the chore box is empty. The boxes are refilled again and the system starts over again. To avoid boredom, the children could trade their chores. Remember to reward them for a job well done.

The Message Center

- A Message center is a must in a busy household. Designate one area for picking up messages and mail. Choose a central location of your kitchen, living room or any other area where there is a desk or counter space. Keep your telephone books here,

pens, note pads etc. Label stacking trays for incoming / outgoing mail. Keep a trash can and recycling bin nearby for collecting junk mail. Keep a list of emergency numbers, friends and relatives.

Family Matters

Designate a minimum of one hour a week as "Family Time Only". This time is perfect to catch up with each other, play a game or watch a movie. Start this tradition when your kids are young, so it becomes a part of their routine. Ask your kids to cooperate. If your children want something badly enough they will usually compromise.

The "Kick the Clutter, Get Organized" book is an ideal gift for your family, friends and co-workers.

Available in print and digital. Cost \$10.00

I wish you the best of luck keeping your home organized and clean!

I'd like to extend a warm welcome to Laurel Hillton, L.S.I., LSC; she is launching Diamond Star Networking January 17th. After spending years learning the network business in and out she is taking her clients' recommendations to heart and starting her own networking group. Check out her website for ideas and solutions to apply to your own business - www.diamondstarnetworking.com or phone: 778-786-2848.

Upcoming Workshops with Ranka

Kick the Clutter, Get Organized
Guilford Park Secondary
Date: Thursday, February 1, 8
Time: 7:00 - 9:00 PM
Call 604 589 -2221

Semiahmoo Public Library
Date: Thursday, February 15
Time: 7:00 – 8:00 PM
Call 604 592-6911
Free to public

Delta Public Library
Date: Wednesday, February 21
Time: 7:00 – 8:00 PM
Call 604 594-8155
Free to public

Clean & Tidy Solutions
778-840-4689
www.cleatidysolutions.com