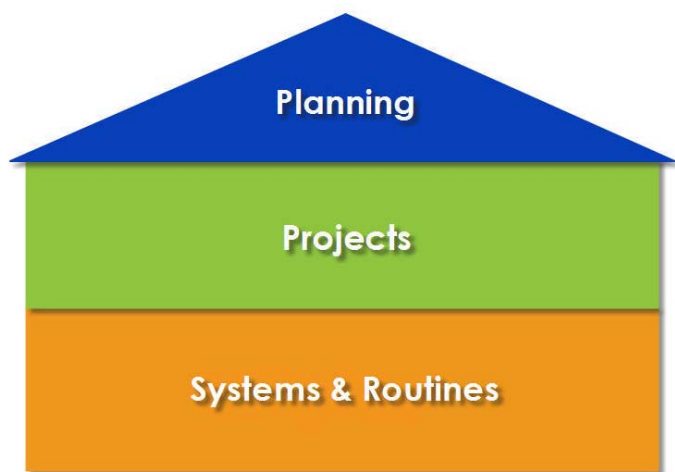




Kids' Clutter Driving You Crazy? Organizing Shortcuts for Families

with Lorie Marrero, CPO®, creator of The Clutter Diet®

Systems & Routines:



PLANNING: Author Brian Tracy says: Every minute spent in planning saves you

_____!

PROJECTS: Most common problem areas are

_____ and _____

SYSTEMS & ROUTINES: Systems are the _____ that run your home, and Routines are the _____ that keep those Systems running.

MORNING ROUTINES:

D _____

E _____

W _____

Your "To-DEW" List every morning!



EVENING ROUTINES:

Straighten up

Set for _____

Start the _____

Do your SSS's before you get your ZZZ's!



SUNDAY PLANNING:

Consider each of these weekly with your spouse and older children ideally involved:

- Calendar
- C _____
- Cooking
- C _____
- Children (homework help, bath time, bedtime)



Skills & Concepts:

Things	Priorities	Places
Pens, stapler, toothbrush, dishes	A Used frequently, even daily.	Handiest drawer or on top of desk/counter
3-hole punch, iron, blender	B Used often; weekly or monthly.	Above, below or behind "A" items, enclosed in cabinet
Holiday decorations	C Used rarely or seasonally.	Higher shelves, less accessible places—even attic
Archived documents, skis, spare furniture	D Never or seldom used.	Completely out of daily flow- in least accessible location or offsite storage.

- Just as we have homes, _____ have homes.
- Using _____ and to-do lists
- Using _____
- Be a good _____!
- "May you always be happy and grateful for having _____ than _____." Teach kids to DONATE! Have a _____ Station.

<http://donate.goodwill.org>



Shortcuts:

Your notes on Room-by-Room Shortcuts:

VEO is Spanish for "I _____."

Visible: Will they see it?

E_____: Will they do it?

O_____: Will they understand it?