



Getting Organised

- > Do it night before
- > Once a week go through your finances
- > Have your children put their laundry into the washing machine
- > Write down your tasks for the day
- > Do it in the morning
- > Put chores list on the wall and do a few tasks a day
- > Do a 10 minute clean a day
- > Do a 10 minute workout
- > Set a date to contact a friend
- > Schedule a day for yourself
- > Preplan days off and holidays
- > Set up time to arrange your entire diary for the year
- > Create a functional system where you do a set of tasks weekly on a certain day
- > Do an inventory of everything you've got and use up what you've got before you buy more