



## **Household Management**

Called to be a Keeper Skill Session  
Gena Segó

### **Time Management:**

1. Keep one master calendar for the whole family.
2. Keep a "To Do" list.
3. Create a Bedtime & Morning routine (NOT a mourning routine!!).
4. Teach your children the blessing of routine.
5. Christmas is Coming- Get ready now!
6. Need a place to keep up with everything? Try a notebook.

### **Money Management:**

1. Plan, plan, and plan.
2. Create a budget and stick to it.
3. Teach your children how to work with a budget.

### **Errands:**

1. Run all of your errands on one day each week.
2. Create a launch pad in your home.
3. Keep some key items in your car for your kids.
4. Utilize the Internet to keep you at home.

### **Cleaning Tips:**

#### *Having the right tools:*

1. Organizer with cleaning supplies
2. Use Swiffer Dusters
3. Use a sh-mop to make mopping go quicker.

#### *Basic How To's:*

1. Put things away & your house looks cleaner

2. When cleaning a room, work from left to right and top to bottom.
3. Laundry- start to finish.

**De-junking your home:**

1. When you pick a closet or room to de-clutter, try using three baskets:
  1. Put away, 2. Give away, 3. Throw away.
2. Start with an easy task first.
3. Pick one thing every week to de-clutter.
4. De-cluttering never really ends.

**Filing, household maintenance & receipts:**

1. Mail. (The old-fashioned kind that comes at the end of your driveway)
2. File stuff as soon as possible.
3. Keep a separate receipt envelope for Christmas.
4. Keep a running list of household maintenance items that come up.

**Organizing Kids' stuff, keepsakes, school papers:**

1. Color-code your kids' things.
2. Scrapbook the Kindergarten year.
3. Keep special papers in plastic box. One per child for 1st-12<sup>th</sup> grade.
4. Keep special items, like "blankies", favorite "lovies", etc in a large tub in the attic.
5. Keep important papers on a bulletin board or inside your cabinets.
6. When kids start high school, keep a binder for each child.

**Family Time:**

1. Find/create opportunities to spend special time with your kids.
2. Make date nights with your husband a priority.
3. Teach your kids the responsibility of keeping house too!

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