

DAILY

Morning Routine

- Make my bed
- Empty dishwasher
- Get ready for work / the day
- While in the bathroom – wipe the sink and bench
- Pick up after yourself
- What's for dinner?
- Review calendar / to do list
- Clean / tidy kitchen before leaving the house

Evening Routine

(starts after dinner)

- Kitchen clean. Dishwasher on
- Tidy any clutter from; dining table, kitchen counter, chairs, lounge etc
- Check calendar for tomorrow
- Get to bed at a decent hour

WEEKLY

Weekend Routine

- Dust
- Vacuum
- Mop
- Toilets
- Bathrooms
- Empty rubbish
- Change sheets
- Washing
- Fold washing and put away
- Clean out fridge
- Menu planning
- Shopping list
- Grocery shopping
- Wash / clean out car
- Pay Bills
- Tidy verandahs
- Time for me

My Top 7 Tips for being more organised

1. Keep your sink clean and shiny.
2. Do your morning and evening routines, everyday.
3. Minimalise – less stuff means less to do.
4. Plan your day, week and month then create 'to do' lists.
5. Give everything a home so it's quick and easy to tidy up - don't put it down, put it away.
6. Budget – for practical advice on how to structure your finances, save money and set yourself up for stress free budgeting I highly recommend Scott the Barefoot Investor.
7. The You List – Being more organised is all about creating more time and space to do the things you love. Whether it's for yourself, you and your partner or your family, write a list – things you want to do more of, holidays you want to go on, things you want to experience etc. If you don't plan for it, it won't happen.

Creating more time and space to do the things you love!