

Simplify your life



Learn the
"PuSH SEQUENCE"
The Secret
to Staying
ORGANIZED

GET ORGANIZED AND
STAY THAT WAY!

How to set up a personal organizing center

How to manage a beautiful, low-maintenance home

How to save time and enjoy life

MARCIA RAMSLAND

A PDF COMPANION TO THE AUDIOBOOK

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The names and identities of clients mentioned have been changed or concealed in composites to protect their privacy. For those who granted permission to do so, their names and details about their lives appear as they happened.

Library of Congress Cataloging-in-Publication Data

Ramsland, Marcia.

Simplify your life : get organized and stay that way / By Marcia Ramsland.

p. cm.

ISBN: 978-0-8499-4442-0 (softcover)

1. Home economics. 2. Time management. I. Title.

TX147.R36 2003

640—dc22

2003017824

Printed in the United States of America

10 11 12 13 EPAC 17 16 15 14

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Simplify Your Weekly Calendar

BRENDA'S CALENDAR

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEK 1			1 7-9 Class	2	3 4:30 Dentist	4	5 Groceries Wash 1 Football Game
WEEK 2	6 8:30 Worship	7 Today!	8 7-9 Class	9 5 Plumber	10 Johnson's over?	11 7:30 Banquet 1	12 6 Dinner 8 Movie 2
WEEK 3	13 8:30 Worship (3)	14 7 Committee 4	15 7-9 Class 5	16 7 School Open House 6	17 6 Birthday Dinner 7	18 Aunt Sally 8	19 Aunt Sally 9
WEEK 4	20 8:30 Worship Aunt Sally 10	21 Crisis Day!	22 7-9 Class	23	24 4:30 Haircut	25 Vacation Day!!!	26 8-4 CPR Training
WEEK 5	27 8:30 Worship 7 Musical	28	29 7-9 Class	30	31		

	P Project	u (You)	S System	H Habit
Martha	• Manage time vertically by thinking through how to get all tasks done in a day.	• Put everything on the calendar and keep it in the same spot every day.	• Plan tomorrow the night before by calling ahead, gathering items, and cleaning up papers and clutter.	• Every night write out the plans for the following day. • Keep priorities based on their results.
Brenda	• Manage time horizontally for the week ahead for balance.	• Find a personal planner or written system for a daily time schedule and task list.	• Look for patterns of good days and weeks. Repeat them. • Cut out activities until balance can be achieved.	• On the week-end, evaluate the two weeks ahead. • Make commitments based on horizontal planning, not just available white space.

three

Simplify Your Daily Schedule

SUE'S DAY IN A PLANNER

	TIME EVENTS	TO DO
7:00	☐ Wash whites	3 PRIORITY PROJECTS
	☐ Find birthday card	A1 ☐ Diane's birthday today!
8:00	☐ Deliver cookies	
	8-3 Work Birthday lunch ☐ Make calls	A2 ☐ Wash whites!!!
9:00		
		A3 ☐ Phone calls
10:00		
11:00		
noon		
1:00		CALLS:
		☐ Reschedule meeting
2:00		☐ RSVP Sat. dinner
3:00	☐ Pick up dry cleaning ☐ Put away laundry	
	4-5 Soccer ☐ Toothpaste	
4:00		
5:00		AT HOME TO DO:
	5:30 Dinner	☐ Wash whites!!!
6:00	7:00 Jimmy's band concert	
7:00		
		DISCUSS WITH SPOUSE:
8:00		☐ RSVP Sat. dinner
	☐ Down time to relax	
9:00	☐ Plan tomorrow on paper	

Fill in the Night Before:

- 1 ☒ TIME EVENTS
- 2 ☒ CALLS
- 3 ☒ ERRANDS
- 4 ☒ PRIORITY PROJECTS

TO-DO LIST (10 items):

- ☒ Take 3 doz. cookies (school)
- ☒ Diane's birthday today!
- ☒ Work/Activities 8-3
- ☒ Drive to soccer (4-5)
- ☒ Dinner (5:30)
- ☒ Sale: Toothpaste/Scope
- ☒ Reschedule meeting (6 people)
- ☒ Wash whites!!!
- ☒ Jimmy's 1st band concert
- ☒ RSVP Sat. dinner

	P Project	u (You)	S System	H Habit
Sue	• Conquer the morning routine.	• Get a planner and get ahead each night.	• List to-dos in a time sequence. • Combine down time and family time each evening.	• End each day planning the next day. • Lay out items the night before.
You	• Decide what time habits are hindering you regularly.	• Change the most frustrating times in your day.	• Set out to improve one habit for one entire month.	• Get better each day at accomplishing what you intend to do.

four

Simplify Your Personal Organizing Center

The PuSH Sequence for Getting It Together

	P Project	u (You)	S System	H Habit
Bills	• Toss envelopes and fliers. • Check for accuracy. • Write the due date where the stamp goes.	• Find a regular time each week to deal with financial matters.	• Place a bill in a drawer or holder. • Keep stamps and checkbook nearby. • Set up automatic payments or pay online.	• Pay bills one day each week, or on the 1st and 20th of the month. • Review all income and expenses. • Transfer funds for higher interest.
Coupons	• Clip coupons at the same time and place. • Time how long coupon clipping takes and compare it to the financial gain.	• Decide the best way for you to get more for your time and money on groceries.	• File coupons in labeled sections of a coupon holder. • Keep coupons in a drawer, not clipped on the fridge—messy!	• Take coupons to the store. • Toss less desirable and expired coupons each time you file.

	P Project	u (You)	S System	H Habit
You	• Conquering paperwork.	• Make a conscious decision of how much paper you will tolerate in your personal space and stick to it.	• Utilize your personal organizing center every day. • Each day starts and ends with a clean counter.	• Make decisions right when you get the mail. • Avoid piles by creating systems that work for you.

168 HOUR CHART

	MON	TUES	WED	THURS	FRI	SAT	SUN
4:00 A.M.							
5			Example: Sleep (7 hours)				
6							
7							
8							
9							
10							
11							
Noon							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
Midnight			Example: Sleep (11:00 P.M.–6:00 A.M.)				
1							
2							
3							

The First System: Maximize Mealtimes

Sharon's Two-Week Master Menu Plan

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
90 min. (Company) Roast Beef Mashed Potatoes Salad Bread Lemon Cake	30 min. Spaghetti Tossed Salad French Bread Ice Cream	20 min. Tuna Melts Carrot Sticks Water- melon (Kids' Sports Night)	40 min. Baked Chicken Rice Broccoli- Cauliflower Mix Frozen Yogurt	30 min. Creamy Chicken Casserole with Rice Tossed Salad Dinner Rolls	60 min. Lasagna Tossed Salad Garlic Bread Ice Cream	40 min. Grilled Salmon Brown Rice French- Style Green Beans Apple Pie
30 min. Grilled Steaks Baked Potatoes Corn on the Cob Fresh Fruit	30 min. Lemon Grilled Chicken Rice Tossed Salad	20 min. Sloppy Joes French Fries Fruit Salad Brownies	30 min. Chicken Oriental Casserole Peas (Music Recital)	45 min. Ham Baked Beans Coleslaw Ice Cream	30 min. Chili Tossed Salad Bread Pie (Johnsons for Dinner)	45 min. Grilled Pork Chops Applesauce Rolls Pudding

The Second System: Lighten Up Laundry and Closets

	P Project	u (You)	S System	H Habit
Katie	• Get laundry under control.	• Master the same-day laundry principle.	• Simplify laundry needs. • Have a consistent schedule.	• Do the wash on regular days. • Keep tops of the washer and dryer clear.
Myrna	• Organize closets and simplify.	• Practice the fabulous 52-week system to keep closets and drawers simple.	• Hang all clothes in their proper category. • Utilize a give-away bag or basket in your closet.	• Wear what you like and love. • Put clothes away instead of putting them down.

The Third System: Conquer Cleaning and Clutter

A Daily and Weekly Cleaning System

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
A.M.	Work					Cleaning and Errands	Worship
P.M.	Work					Laundry (4 loads)	
	Family/Dinner/Cleanup						
eve		GROCERY	Laundry (3 loads)	GROCERY		GROCERY	Plan for Week

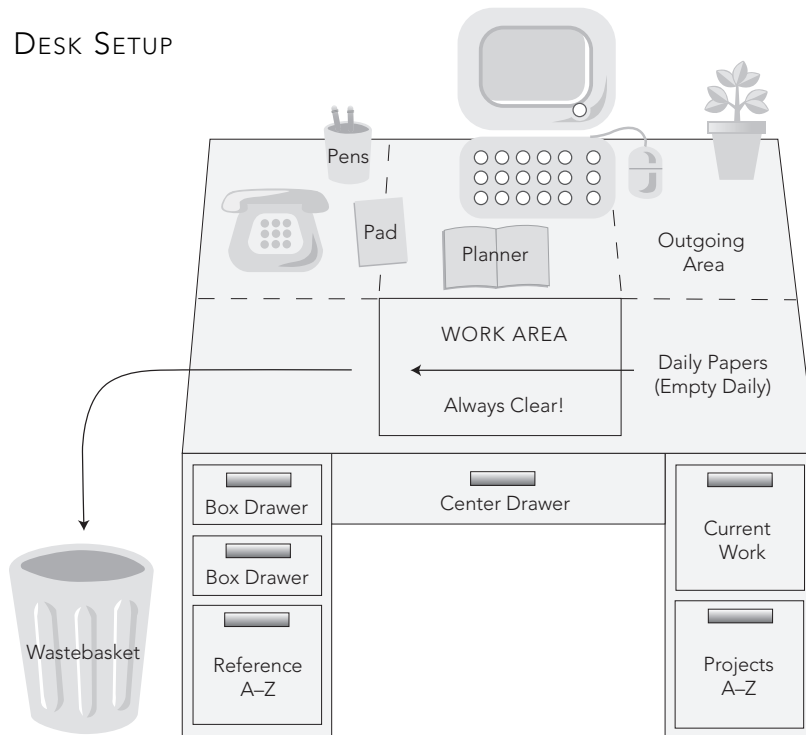
Personal Time Management (A & B weekly schedule)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
WEEK A	1. Wash shirts 2. Iron	1. Change towels 2. Groceries	Kitchen floor	1. Vacuum 2. Green bath	Change towels	Projects as needed	Worship
	* Beds made (and bedrooms clean) in morning before breakfast. ALWAYS * Laundry put away before meals. * 6 P.M. dinner. Consistently clean up kitchen immediately after each meal.						
WEEK B	1. Wash whites 2. Change beds	1. Wash all towels 2. Groceries	Kitchen floor	1. Vacuum 2. Blue bath	Change towels	Projects as needed	Worship

ten

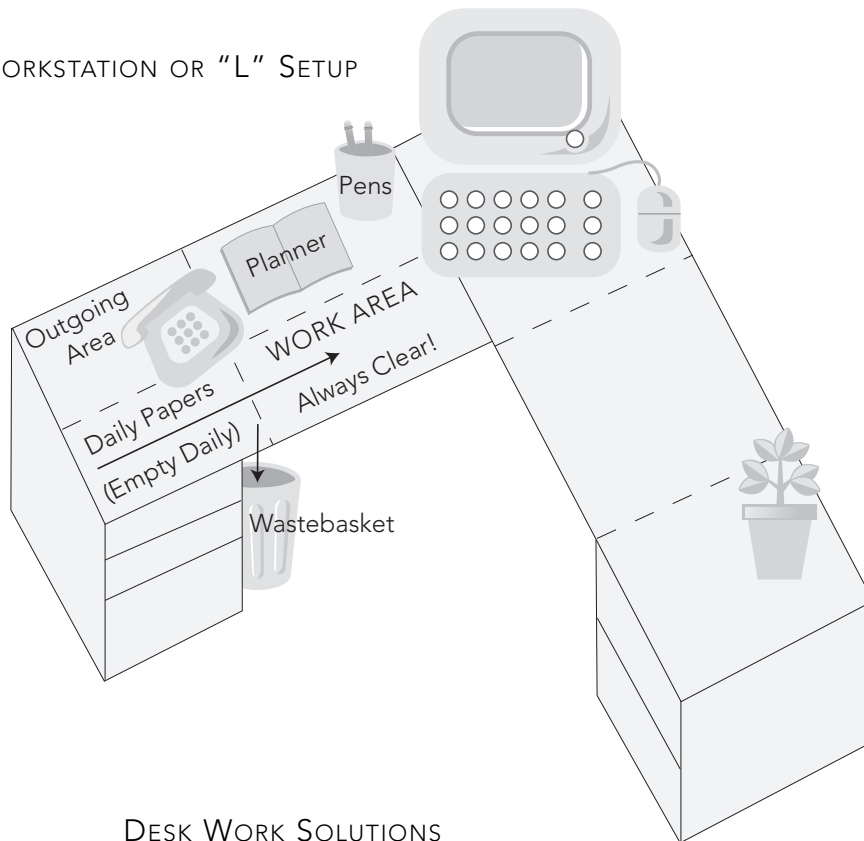
Simplify Your Worklife

DESK SETUP



ON YOUR DESK	CENTER DRAWER	BOX DRAWER
1. Telephone 2. Pad of paper 3. Pen location 4. Planner 5. Clock 6. Incoming Corner/Outgoing Area 7. Plant or 10" picture	1. Large and Small Paper Clips 2. Rubber Bands 3. Post-it Notes 4. Removable Tape 5. Ruler 6. Scissors 7. Letter Opener	1. Envelopes (2 sizes) 2. 3 x 5 Cards 3. Computer Disks 4. Receipts, Checkbook 5. Stationery Notes 6. Phone Messages 7. Personal Items

WORKSTATION OR "L" SETUP



DESK WORK SOLUTIONS

TIME	DECISIVENESS	CATCH UP
20–25 minutes daily, or 2 hours per week. Develop a regular daily habit.	Narrow down to the 2 best choices. Move the paper to the next step.	Start from today forward! Then deal with the backlog.

Joanne's Planner Page

TODAY'S DATE: APRIL 27		TIME EVENTS	TO DO
	7:00		TODAY'S PRIORITIES:
		A1 ☐ Schedule mtg. with Al	A1 ☐ Meeting with Big Al
	8:00	A2 ☐ Finish file for Adams	
			A2 ☐ ASAP file: Adams
	9:00	9–10 Sullivans; Client Meeting	
			A3 ☐ Urgent letter (Johnson)
	10:00		
		A3 ☐ Letter for Johnson	
	11:00		
		11:30–1 Lunch/Seminar: Time Management	
	noon		
	1:00	☐ Pick up HR forms	CALLS:
			☐ Dr. Ross appt.
	2:00	☐ Phone calls	☐ Order airline tickets
			☐ Change Wed. lunch
	3:00		
	4:00		
	5:00	☐ Pick up dry cleaning	
			AT HOME TO DO:
	6:00		☐ Pick up dry cleaning
	7:00		
	8:00		DISCUSS WITH SPOUSE:
		☐ Human resource forms	
9:00			

Simplify Your Parenting

Family Job Chart

	Patrick (7th grade)	Jonathan (3rd grade)	Tiffany (Preschool)
Monday	1. Practice trumpet 2. Do homework 3. Put laundry away	1. Do homework 2. Feed the dog 3. Unload dishwasher	1. Set table 2. Put away dress-up clothes 3. Take note next door
Tuesday	1. Practice trumpet 2. Do homework 3. Clean fish tank	1. Do homework 2. Feed the dog 3. Clean up toys in your room	1. Set table 2. Pick up toys in family room 3. Call Kim to play
Wednesday	(Follow same system through the rest of the week.)		
Thursday			
Friday			
Saturday			
Sunday	No Jobs!	No Jobs!	No Jobs!

Age Level Growth Chart

AGE LEVEL	GOALS FOR YOUR CHILDREN	SKILLS FOR PROGRESSIVE INDEPENDENCE
Birth–1 yr.		• Fit into family sleeping habits • Play while parent cleans kitchen or does chores
Toddler 1–3 yr.		• Pick up toys in a small area (floor, shelf, table) and put away • Put books on shelves, clothes in hamper • Begin making choices between two items (outfits, drinks, activities)
Preschool/ kindergarten 3–5 yr.		• Dress self with help • Make bed daily with help • Carry belongings to and from car • Help set table and clear dishes • Practice good telephone habits with family members
Primary Grades (1–3)		• Make bed before breakfast or before school • Put away own things (backpack, lunchbox, coat) • Establish personal habits (wash hands, brush teeth, comb hair) • Empty dishwasher regularly • Write thank-you notes

AGE LEVEL	GOALS FOR YOUR CHILDREN	SKILLS FOR PROGRESSIVE INDEPENDENCE
Upper Grades (4–5)		• Put away clean laundry • Practice music or sports a regular number of times per week (may be started earlier if child shows interest) • Use charts or Post-it notes to remember things • Keep room neat • Clean out drawers and shelves
Middle School		• Be more self-reliant with homework and activities • Clean bathroom, closet, and drawers • Vacuum and dust • Do yard work and baby-sit • Make and buy gifts to give to family and friends
High School		• Do own laundry • Manage cash flow, banking, and vehicle expenses • Learn how to prepare three to five meals • Clean the kitchen after dinner • Shop for groceries and clothes • Prepare for moving on or to college

twelve

Simplify the Holidays

Eight-Week Holiday Calendar

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
8 Weeks Before:							
7 Weeks Before:							
6 Weeks Before:							
5 Weeks Before:							
4 Weeks Before:							
3 Weeks Before:							
2 Weeks Before:							
1 Week Before:							
Christmas Week!							
New Year's Week!							

Gift List

✓ COM- PLETED	NUMBER AND NAME	IDEAS	ACTUAL GIFT (\$ Spent)	NEXT YEAR
	1. _____			
	2. Spouse			
	3. Child			
	4. Mom			
	5. Dad			
	6. Sibling			
	Etc			

Turkey Dinner Worksheet

Date/Occasion: Thanksgiving/Christmas Time: eat at 5:00

Number of Guests: 8 adults, 3 teenagers

MENU	SERVING PIECE	GROCERY LIST
Turkey	good china platter	20 lb. turkey
		28 slices of white bread
Stuffing	oblong bowl	onion—1C, 1/2C
		celery—4C
Mashed Potatoes	big round bowl	eggs—3, 3
		poultry seasoning
Gravy	gravy boat	4 1/2 lb. potatoes
		butter—1/2 C
Green Beans	smaller round bowl	12 oz. cream cheese
		3/4 C sour cream
Orange Jell-O Salad	dinner plate	etc.
Jellied Cranberry	small sauce dish	Extras:
		soda milk
Rolls	basket	coffee
		coffee cream
Apple Pie	ceramic pie plate	napkins
		plastic wrap
Ice Cream	small dessert bowls	aluminum foil

COOKING TIMES	turkey 5–6 hours 325° oven	beans 10 min.
	potatoes 45 min. 350° oven	rolls 5 min.
TO DO TODAY:	make stuffing and put turkey in at 10:30 A.M.	
	potatoes in at 4:00 P.M.	make ice
	thaw rolls	dust
		clean bathroom

Simplify Your Transitions

Three-Part Transition: Moving

PERSON IN TRANSITION	1. AN ENDING	2. THE NEUTRAL ZONE	3. THE NEW BEGINNING
• Mom (that would be me)	• Move from New York to California	• Temporary housing • Parenting teens through the transition • Looking for new roles	• Making friends, finding a church • Joining several new groups

Three-Part Transition: Health

PERSON IN TRANSITION	1. AN ENDING	2. THE NEUTRAL ZONE	3. THE NEW BEGINNING
• Lisa	• Healthy high-school girl becomes ill	• Long illness and diagnosis during high school	• Day by day
• Mom (me)	• Suddenly the mother of a very sick teenager	• One year recovering, three years to stabilize	• Seeing Lisa go to college and function on her own

Three-Part Transition: Loss

PERSON IN TRANSITION	1. AN ENDING	2. THE NEUTRAL ZONE	3. THE NEW BEGINNING
• Mom (me)	• Deaths of father-in-law, dear Aunt Lor, then my father	• Dealing with losing relatives • Lisa improving	• Accepting losses • Receiving support of relatives

Three-Part Transition: Wedding

PERSON IN TRANSITION	1. AN ENDING	2. THE NEUTRAL ZONE	3. THE NEW BEGINNING
• Mother (me)	• Daughter getting married	• Engagement and wedding planning	• Seeing newlyweds' apartment and knowing they are happy