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## **FlyLady Kit 0.1**

This is a customizable kit based on the works of Marla Cilley AKA FlyLady. I basically wanted my control journal to fit with my main planner size and look well put together. Please visit [www.flylady.com](http://www.flylady.com), read Marla's books and join the Yahoo group to really benefit and understand how to FLY.

I have also created Quick Reference cards for FlyLady's main tools that I value. If you are a FlyBaby, then start with the Quick Reference cards and FlyBaby pages. Thousands if not millions of people know and love FlyLady and I hope this can share the love :)

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# Before Bed Routine

Date \_\_\_\_\_

## Done Before Bed Routine in three parts

### *1. Clean up the house before go to bed. (20 minutes - tops)*

- Living room: Pick up and put away things, magazines, dishes, clothes, shoes.
- Kitchen: Clean it up, shine sink, lay out clean dishcloths, and run the dishwasher.
- Dining room/entrance: Clear the hot spots.
- Review check list to make sure I have not forgotten anything.

### *2. Think about tomorrow. What can I do tonight that will make tomorrow morning easier?*

- Check calendar and/or planner for appointments.
- Start a PODA (Parade of Daily Adventures) or "To Do" list for tomorrow.
- Gather up items needed for tomorrow and place them in a spot by the door.
- Start Breakfast: Set table and plan what I am cooking (just make a mental note).
- Crock pot dinner? Something to defrost?
- Lay out clothes for tomorrow, kids' and mine.

### *3. Focus on yourself before going to bed.*

- Shower/bath, brush teeth, clean face, comb your hair, take vitamins
- Cool down time: Reflect and journal (TaDa list, Franklin Virtues, Sharpen Knife
- Prayer and Daily Psalms

**GO TO BED AT A DECENT HOUR!!**

## TaDa List: Accomplishments


# Before Bed Routine

Week \_\_\_\_\_

## Done? Before Bed Routine in three parts

### 1. Clean up the house before bed. (20 mins - tops)

Living room: Pick up and put away things, magazines, dishes, clothes, shoes.

Kitchen: Clean it up, shine sink, lay out clean dishcloths, and run the dishwasher.

Dining room/entrance: Clear the hot spots.

Review check list to make sure I have not forgotten anything.

### 2. Think about tomorrow. What can I do tonight that will make tomorrow morning easier?

Check calendar and/or planner for appointments.

Start a PODA (Parade of Daily Adventures) or "To Do" list for tomorrow.

Gather up items needed for tomorrow and place them in a spot by the door.

Start Breakfast: Set table and plan what I am cooking (just make a mental note).

Crock pot dinner? Something to defrost?

Lay out clothes for tomorrow, kids' and mine.

### 3. Focus on yourself before going to bed.

Shower/bath, brush teeth, clean face, comb your hair, take vitamins

Cool down time: Reflect and journal (TaDa list, Franklin Virtues, Sharpen Knife

Prayer and Daily Psalms

**GO TO BED AT A DECENT HOUR!!**

## TaDa List: Accomplishments


# Morning Routine

Date \_\_\_\_\_

Done The morning routine is broken down into four parts:

## 1. Rise and Shine

- Make your bed as soon as you get out of it (unless your DH is still there).
- Go into the bathroom. Swish the toilet before leaving.
- Shower and clean the bath tub/shower while you are there.
- Fix your hair and face.

## 2. Kitchen

- Empty the dishwasher.
- Make coffee and start breakfast.
- Feed the critters, family, and self.

## 3. Think About Your Day

- Check your calendar and Checkbook (bring down your balance).
- Make your list of what you are going to do today (PODA or To Do List)
- Thaw something for dinner.
- Hit the hotspots. If you did your Before Bed Routine there will not be any.

## 4. Now Think About Yourself

- Eat breakfast (if you haven't already). Take your vitamins and medications.
- Sit down for Morning GIFT: God, Imagination, Focus, Thanksgiving
- Now reward yourself with some computer time. Check your e-mail.

# Afternoon Routine

- 1. Eat Lunch
- 2. Drink Water and eat a healthy snack
- 3. Reboot laundry
- 4. Start Dinner; even if it is in your head.
- 5. Hot Spot Fire Drill
- 6. Swiffer the floor
- 7. Feather Dust.
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# Morning Routine

Date \_\_\_\_\_

Done The morning routine is broken down into Home and Office:

## Home Morning Routine

- Get up and make bed immediately
- Shower, fix hair and face.
- In the bathroom: Swish and Swipe: pick up after yourself.
- Eat breakfast and take vitamins
- Empty dishwasher
- Bless your heart by moving; we hate the "E" Word.

## Office Morning Routine

- Check last night's list of things to remember
- Make coffee, open up classroom
- Drink water and have a healthy snack.
- Check your work calendar for appointments

# Afternoon Routine

Done This afternoon routine is broken down into Home and Office:

## Office Afternoon Routine

- Clear off the Hot Spot on your desk.
- Eat lunch and drink your water.
- Check teacher box and email. Return phone calls/ emails.
- Record class scores and post Tech Points
- Update wipe board for tomorrow
- Clean up class & clear off desk to go home.
- Turn off everything and lock door.

## Home Afternoon Routine

- Start Dinner; even if it is in your head.
- Hot Spot Fire Drill
- Swiffer the floor

# Tools to Fly By

## Baby Steps

**Establish small routines first**

**Consistency is the key to all of this.**

**Take your time and enjoy the process.**

## Baby Routines

Don't try to do a full blown routine the very first day. Pick three things for the morning and three things for the evening. After mastering this you can work up to more.

Starter Before Bed Routine

1. Clean kitchen sink.
2. Lay out clothes/put clothes away
3. Brush teeth.

## 27 Fling Boogie

Take a garbage bag and walk through your home and throw away 27 items. Don't look in the bag, just throw it out!

Next, take an empty box and collect 27 items to give away. As soon as you finish filling the box, take it to the car for donation. You are less tempted to rescue the items.

## 5 Minute Room Rescue

Spend just 5 minutes clearing a path in your **worst room**. You know this area of your home: the place you would never allow anyone to see. Just 5 minutes a day for the next 27 days and you will have a place that you can be proud to take anyone!

## Hot Spot

What is a hot spot?

A hot spot is an area, when left unattended will gradually take over. My favorite analogy is of a hot spot in a forest fire, if left alone, it will eventually burn up the whole forest. This is what happens in our homes. If left unattended, the hot spot will grow and take over the whole room, making the house look awful.

## Hot Spot Fire Drill

Identify your Hot Spots

Set a timer for 15 minutes

Start clearing off a Hot Spot, taking everything to the place it REALLY belongs. Don't just create a new Hot Spot by moving the pile.

When the timer goes off take a break

## Take Regular Breaks

Stop for 15 minutes every hour and take a break. During this break, spend 15 minutes sharpening your axe.

Prioritize a To Do List, play with your family, just relax, or drink some water.

Then go back to work with a renewed spirit.

## NOTES

# Weekly Plan



## Monday Free Day

Water and fertilize plants.  
Spend 15 minutes in the  
current zone.

## Tuesday Zone & Desk Time

Finish Zone Cleaning Chores.  
Check refrigerator.  
Work on menus and grocery list.  
Balance check book  
Write letters /thank-you notes.

## Wednesday Errand Day

Plan menus before shopping.  
Make / Check grocery list  
Take your list with you!  
Make only 1 trip. Go to the:  
Library, Post office. ext  
Buy gifts, cards. misc.

## Thursday Weekly Home

Blessing  
Cull/toss old magazines.  
Change sheets.  
Empty all the trash.  
Vacuum or mop all rooms.  
Clean mirrors and doors.  
Feather Dust furniture.

## Friday Paperwork and Misc.

Get food down from the freezer  
Pay bills and file papers.  
Mail bills, letters, cards & film.  
Clean out purse & car.  
Mend clothes and polish shoes.

## Saturday Family Fun Day

## Sunday Renew Your Spirit

## NOTES

# Shine Your Sink

## Steps to Get Your Sink Shining

**- for the first time you shine your sink.**

**BE SURE AND RINSE WELL BETWEEN EACH STEP OF THE WAY!**

1. Take all the dishes out of the sink.

2. Run some very hot water into the sink. Fill one side at a time to the rim. Pour a cup of household bleach into the hot water. Let it sit for 1 hour. Now, pull the plug with a pair of tongs. If you don't have tongs, then scoop some of the water out of the sink into the other sink and use your hand to pull the plug (wear gloves and don't get the bleach-water on your clothes).

3. Rinse your sink well.

4. Use some cleanser (Comet, Ajax, or Baking Soda) and scrub your sink. Ensure you rinse ALL of the cleanser from the sink.

5. Take a sharp edge and clean around the rim of the sink, just like you would clean dirt out from under your fingernails.

6. Clean around the faucets too. You may need an old toothbrush or dental floss.

7. Now, get out your window cleaner, I use Windex, and give it a good shine. If you still don't like the way it looks, then you could try a light coat of lemon oil or olive oil or even some car wax. Just know that the sink is clean and doesn't have to be perfect.

Now if you have a stainless steel sink, I recommend one extra instruction: after you soak your sink, rinse well, use SOS pads to scrub it. This will buff the finish. It will look like new.

## EVERYDAY

**AFTER EACH MEAL** rinse dishes and put them straight into the dishwasher.

Every time you use the in your sink, take your clean dishtowel and dry it out. Before you know it, you will be doing this everytime you leave your kitchen. The rest of the family will too. No more water spots. You will have a clean and shiny sink.

To insure that your family remembers this, put a note in the sink. It will get their attention and remind them where to put the dishes. Be patient! They have never been taught either. It is going to take some practice.