

## Enough

Look at the damage that this word does to all of us.

1. I don't have ENOUGH time! When we believe this lie; we stop dead in our tracks and do nothing!!
2. I don't have ENOUGH help around the house! Set the example in love, you will have the help.
3. I don't get ENOUGH appreciation from my family for what I do! Do it for you and it won't feel like you are unappreciated.
4. I don't have ENOUGH money! Say no to buying more clutter! This goes for fast food, yard sale bargains and department store sales.
5. I don't have ENOUGH storage! Clutter takes over space. Have things around you that you love.
6. I don't have ENOUGH supplies! Do what you can with what you have, where you are.
7. I don't have a house that is big ENOUGH! Clutter has taken over!
8. I don't get ENOUGH respect! Respect yourself first.
9. I can't dress well because I don't have ENOUGH clothes. We only wear a few items in our closet anyway. Clean out/donate clothes that don't fit.
10. I don't have ENOUGH energy! Start with simple morning baby-step routines and evening routines to declutter 15 minutes a day.

## **Herbal First Aid Kit**

### **Cuts and Scrapes**

The application of tea tree oil or calendula cream may assist in preventing infection.

### **Burns and Sunburn**

Aloe vera gel, vitamin E oil or witch hazel gives relief when gently applied to the burn.

### **Insect Bites**

Lemon balm oil, calendula ointment or witch hazel may take the sting out.

### **Bruises and Sprains**

Repeat applications of arnica cream can help speed healing. Use on unbroken skin only.

### **Travel Sickness**

Chewing on bits of raw ginger root or taking ginger in capsules can help with nausea.

### **Athlete's Foot/Toenail Fungus**

Tea tree oil is an effective germicide that can be applied repeatedly to the affected area.

### **Indigestion or Upset Stomach**

A cup of chamomile tea may be all you need. Or try a few drops of peppermint oil in water.

*Wellness Way Naturally Inc.*  
*[www.wellnessway.com](http://www.wellnessway.com)*

## SunSense Guidelines

It is possible to enjoy healthy outdoor activities while in the sun. The Canadian Dermatology Association and the Canadian Cancer Society recommend that Canadians:

- Reduce sun exposure between 11 a.m. and 4 p.m. The sun's rays are at their strongest between these hours. It's easy to remember-during these hours your shadow is shorter than you are.
- Seek shade or create your own shade. When you are outside-especially between 11 a.m. and 4 p.m. -try to stay in the shade. Be prepared for places without any shade by taking along an umbrella.
- SLIP! on clothing to cover your arms and legs. Covering your skin will protect it from the sun. Choose clothing that is: loose fitting; tightly woven; and lightweight.
- SLAP! on a wide-brimmed hat. Most skin cancers occur on the face and neck. This area needs extra protection. Wear a hat with a wide brim that covers your head, face, ears and neck. Hats without a wide brim, like baseball caps, do not give you enough protection.
- SLOP! on sunscreen with SPF (Sun Protection Factor) 15 or higher - SPF30 if you work outdoors or if you will be outside for most of the day. Look for "Broad Spectrum" on the label. This means that the sunscreen offers protection against two types of ultraviolet rays, UVA and UVB.
- Apply sunscreen generously, 20 minutes before outdoor activities. Reapply often-at least every 2 hours (and after swimming or exercise that makes you perspire). No sunscreen can absorb all of the sun's rays. Use sunscreen along with shade, clothing and hats- not instead of them. Use sunscreen as a backup in your sun protection plan.
- Keep babies under one year out of the direct sun. Babies need extra protection because their skin is very sensitive. Keep your child's stroller, playpen or carriage in the shade.
- Tanning salons and sunlamps are not a safe way to tan. Tanning salons do not give you a "safe tan without burning". No tan is a safe tan. A tan is evidence of sun damage.

*Canadian Dermatology Association*  
[www.dermatology.ca](http://www.dermatology.ca)

## Organizational Ideas for Autumn

### Why Autumn?

The long lazy days of summer are over, the kids are back to school and the beautiful scenery is so inspiring. This is a great time to take control of those out of control schedules and get on top of things.

Here is a list to get you motivated and inspired again:

- Go through some favorite family recipes. Can they be made in a crock pot and when you come home from work, your work is done for you.
- Gather together all of the schedules from school, ballet, hockey, piano, etc. Transfer all the information to your day-timer, no more overbooking or missed appointments. Put the papers in a marked file so that when you get a new day-timer in December you can jot down the information for the New Year.
- Gather all of the winter essentials together like hats, mitts and snow pants. What fits and what doesn't? Winter clothing is available in the stores in the Fall, if you wait until the snow flies you may miss out on a popular size.
- Do you love getting food gifts during the holiday season? How about making your own? There is nothing like a home made bottle of pickles and this is the peak of the pickling season. Also, if you have ever thought of making your own wine this is the perfect time to start a batch to be ready by the holiday season.

*Organization Plus  
elaineshannon.ca*

## Organizational Ideas for November

Here are some handy tips to help you make the most of the Holiday Season.

Collect all important dates such as dinner parties, theatre events, children's pageants and recitals. Mark these important dates in your PDA or day-timer so you can relax knowing that you will be at the right place and on time.

Book your own gatherings and send out invitations early.

Schedule your pampering like manicures and hair appointments at least a month in advance; don't be disappointed at the last minute. Go through last year's holiday wardrobe for everyone in the family. Do the children need new shoes for the piano recital and do your formal clothes need an update? Have something for everyone to wear that reflects their authentic style.

Make a list of all of the special people in your life and think about what interests they have. Gift certificates for the theatre, a night out at a restaurant or a gourmet food gift basket make a great gift idea. Shop online for interesting one of a kind gifts- try [www.froogle.com](http://www.froogle.com), or check out online catalogues like [www.hammacher.com](http://www.hammacher.com) If you are thinking of purchasing electronics check out [www.bizrate.com](http://www.bizrate.com) for some great comparison shopping.

A tradition is an old custom or knowledge that is passed on from generation to generation. Do you have any holiday traditions? Traditions, crafts and activities are what make the holidays that much more special.

How about resurrecting the tradition of sending cards by snail mail. Have your cards addressed and ready for the mail by the first of December.

With all of the eating over the holidays your waistline may take the toll. Have healthy quick to serve snacks like fresh fruit, veggies, cottage cheese drizzled with balsamic vinegar, whole wheat pita toasts, or cheddar cheese with apple slices.

If you don't already have one, start a holiday organizer binder. Keep all of the important information that will make each year easier than the last.

## **Fly Lady's Zones**

Work in a different zone each week.

**Zone 1-** First few days of the month until the next Sunday:  
Entrance/front porch/dining room

**Zone 2- First** full week of the month:  
Kitchen/back porch/laundry room/pantry

**Zone 3-** Second full week of the month:  
Main bathroom/extra bedroom/kid's rooms/craft room

**Zone 4-** Third full week of the month:  
Master bedroom/bath/closet

**Zone 5-** Last few days of the month from Monday until the 1<sup>st</sup>:  
Living room/den/TV room

After each room is decluttered it will be much easier to keep clean.

Spend 15 minutes a day in the zone. Set a timer for you to get the job done.  
Do not pull out more than you can put back in the 15 minutes.

## Fly Lady's Eleven Commandments

1. Keep the sink clean and shiny.
2. Get dressed every morning, even if you don't feel like it.
3. Do your morning and before bedtime routines every day.
4. Don't allow yourself to be sidetracked by the computer.
5. Pick up after yourself. If you get it out, put it away.
6. Don't try to do two projects at once. **ONE JOB AT A TIME.**
7. Don't pull out more than you can put back in one hour.
8. Do something for yourself everyday, maybe every morning and night.
9. Work as fast as you can to get the job done. This will give you more time to play later.
10. Smile even when you don't feel like it. It is contagious. Make your mind up to be happy and you will be.
11. Don't forget to laugh every day. Pamper yourself, you deserve it.

## How To Declutter

Take 15 minutes each day to declutter an area, using the **27-fling boogie**. You cannot organize clutter- you can only organize the things you love!

1. **When to declutter-** Decide how often you are going to declutter a zone. Do a little every day - use a **timer**. When you set the **timer** you can only do two sessions at a time.

2. **Decluttering equipment-** This requires garbage bags, boxes, magic markers, and a dust rag. Label the boxes "Give Away," "Throw Away," and "Put Away." Line the "Throw Away" box with a plastic garbage bag.

3. **Set your timer-** for 1 hour (or 30, 15, or 10 minutes) This means just one drawer, one closet, one magazine rack, or digging under just the furniture in the zone.

4. **Start at the entrance to the room-** Work your way around the room clockwise.

5. **Declutter away-** Start off by cleaning out and getting rid of the things that do not belong in this room.

6. **What to declutter?** Things to ask yourself as you get rid of your clutter:

- Do I love this item?
- Have I used it in the past year?
- Is it really garbage?
- Do I have another one that is better?
- Should I really keep two?
- Does it have sentimental value that causes me to love it?
- Or does it give me guilt and make me sad when I see the item?

**Cleanse this room of everything that does not make you SMILE.**



7. **Sing this song-** "Please release me, let me go." If you don't love it-  
**GET RID OF IT!**

8. **Get rid of the garbage!**

9. **Donations-** When the "Give Away" box gets full, the next time you are out, you can donate to the area thrift shop. Do not save your clutter for a yard or garage sale.

10. **"Put Away" Stuff-** When the "Put Away" box gets full, put the items in the room where they belong.

11. **Timer goes off-** When the timer goes off, empty all the boxes and put them away.

## **Take Regular Breaks!**

Stop for a few minutes every hour and take a break. During this break:

- Make a list of what needs to be done.
- Look at the list and prioritize.
- Drink some water, tea or your favorite beverage.
- Spend this 15 minutes calming yourself. Breathe deeply, then slowly think about the next hour and what you can get done.
- Go back to work with a renewed spirit.

## **Building Your Own Control Journal**

A **control journal** is just a place to put your routines, basic weekly plan and your zones. You can use a notebook, a binder or even a scrapbook.

Make your journal special for you. Flylady has a zippered pouch for family pictures, stamps, post-it notes, change, paper clips, money, credit cards and driver's license, library cards, etc. in the pouch. On the back side of her journal she has phone numbers for her partner in case of emergency and a very special poem that her partner wrote to her.

These are 15 steps to help you build your own control journal:

- Step 1-** Digging out your supplies
- Step 2-** Basic setup
- Step 3-** Add your before bed routine
- Step 4-** Morning routine and others
- Step 5-** Weekly Home Blessing hour
- Step 6-** Add the Detailed Cleaning List for each zone
- Step 7-** Pantry list
- Step 8-** Menu planning
- Step 9-** Daily reminders
- Step 10-** Build the Master Grocery List
- Step 11-** Build the Basic Weekly Plan
- Step 12-** Address Book
- Step 13-** FlyLady's Tools
- Step 14-** Jan.-Dec. dividers
- Step 15-** Emergency numbers

### **Spiritual Focus**

- Sunday-Love
- Monday-Order
- Tuesday-Happiness
- Wednesday-Beauty
- Thursday-Abundance
- Friday-Peace
- Saturday-Health

**Weekly Schedule**

- Sunday-Renew your spirit/family day
- Monday-Weekly jobs/Focus Clean
- Tuesday-Free Day
- Wednesday-Focus Clean
- Thursday-Errands/Grocery day
- Friday-Paperwork/Misc.
- Saturday-Family Day

**List of your virtues:**

Write down what makes you unique.

**A Personal Section:**

This could be a happiness file for personal accomplishments, inspirations, compliments.

**Family and Friends:**

List ideas for gifts for these special people, their sizes, favorite colors and what they collect.

## **Weekly Checklist**

### **Kitchen:**

- Scrub floor
- Clean out refrigerator

### **Bathrooms:**

- Polish mirror
- Empty trash
- Mop floor

### **Bedrooms:**

- Clean mirror
- Vacuum carpet
- Dust
- Change sheets

### **Livingroom, Dining and Family Room:**

- Dust furniture
- Vacuum carpet
- Clean mirrors
- Toss/recycle old magazines

### **Paperwork and Miscellaneous Duties:**

- Plan menu for next week.
- Write letters and cards.
- Clean out purse/wallet.
- Water and fertilize plants.
- Clean out vehicle.
- Errands
  - grocery
  - library
  - post office

## **Routine Examples**

Change the order of things to suit you and your lifestyle. Feel that doing them as soon as you get up and as fast as you can gives you a certain amount of pride as you go through your day.

Routines may need to be adjusted weekly or monthly.

### **Before Bed Routine**

#### **1. Clean up the house before going to bed. (20 minutes only)**

- Living room: pick up and put away 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

#### **2. Think about tomorrow before going to bed.**

- Check your calendar/planner for appointments.
- Start "to do" list for tomorrow.
- Think about: What can I do tonight that will make tomorrow morning easier?
- Gather up items that you do not want to forget and place them in a spot by the door.
- Are lunches prepared?
- Lay out your clothes for tomorrow.

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

Cool down time:

- Get yourself ready for bed.
- Take vitamins and other meds.
- Bath time!

Reflect on today's accomplishments:

- Work on your journal, Ta Da list and/or Gratitude Journal
- Read for fun.
- Listen to music.
- Meditate
- Go to bed at a decent time. Preferably at the same time daily.
- Fall asleep with a smile on your face and in your heart.

### Morning Routine

#### 1. Rise and shine

- Make your bed as soon as you get out of it.
- Shower and clean the bathroom while you are there.
- Swish the toilet and leave the room never to return till later.

#### 2. Kitchen

- Empty the dishwasher.
- Empty all trash.
- Feed the critters.
- Feed the family (including yourself)

#### 3. Think about your day

- Check your calendar
- Make your list of what you are going to do today.
- Thaw something for dinner

#### 4. Now think about yourself

- Take your vitamins and medications
- Eat breakfast
- Morning meditation

## **Declutter 15 Minutes a Day 5 Great Tools That Make it Easy!**

If you have too much STUFF, set a timer and spend 15 minutes a day decluttering.

### **1. The 27-Fling Boogie**

Do this assignment as fast as you can. Take a garbage bag and walk through your home and **throw away 27 items**. Do not stop until you have collected all 27 items. Then close the garbage bag and pitch it. **DO NOT LOOK IN IT!!**

Take an empty box and go through your home collecting 27 items to **give away**. Finish filling the box and take it to the car.

Rule of thumb: if you have two of any item and you only need one, get rid of the least desirable.

### **2. The Hot Spot Fire Drill**

A hot spot is an area, when left unattended will gradually take over. If left unattended, the hot spot will grow and take over the whole room as well as making the house look awful. **CLUTTER ATTRACTS CLUTTER!**

### **3. The 5 Minute Room Rescue**

This is a reminder to spend just 5 minutes clearing a path in your **worst room** (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!

### **4. Daily Mission**

Each day focus on one area of the home.

### **5. Work in your Zones**

After a full month, you will have worked your way around the majority of the living areas of your home. As one area gets cleaned, it will become easier to do and you will have more time to face those areas that don't seem to fit in any zone.