

# My Office Control Journal



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## How to Build Good Work Habits

As SHEs we pride ourselves in working well under pressure. The problem with this is we really don't do well with anything else while we are finishing a project. Sometimes our creativity gets in the way of our finishing a job. This is why and I developed a Control Journal for FLYLADY. I was pretty good at FLYing by the seat of my pants but I figured it was time I developed routines for my work life.

I needed a focus to keep me from bouncing from one thing to the next without every completing or following up on the progress after I had handed it off to another person. My problem was I work from home. My work day begins at 9:00am and ends at bed time. I know this seems long for most people but this is my life's purpose, but I had to find a balance and still keep my home clean, my work done, write my books, and develop creative ideas to help our members.

I have been using my Office Control Journal for several months and it has helped me stay on top of everything that I need to without feeling overwhelmed by deadlines and unfinished projects. I wanted to build this so you could adapt it to your work life or your life's work. I work from home and this is why I incorporated my home Control Journal with my FlyLady Control Journal. Many of you work from home too. This can also be adapted for an office outside of your home. All you have to do is pull out the sheets that you don't need. So where do we start. As with all good Control Journals the Before Bed Routines helps us to get started the next morning.

Let's built it and see our professional life become as peaceful as our homes.

You can do this! If I did then anyone can.

FlyLady

# Home Before Bed Routine

This starts after dinner

1. Shine your sink
2. Lay out clothes for tomorrow
3. Put away any laundry
4. Make any phone calls you need to make
5. Put drinking glasses in the dishwasher
6. Take a relaxing bubble bath, wash face, brush teeth, moisturize
7. Clear off any Hot Spots; coffee table, kitchen counter, chair
8. Check Calendar for tomorrow's family activities
9. Turn off computer 10:00 pm
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. **GO TO BED AT A DECENT HOUR!!**  
**You need your rest!**

# Office Before Bed Routine

1. Put any thing you need to take with you by the front door launching pad or on your desk.
2. Check your work calendar for any appointments you may have.
3. Make sure the clothes you have laid out are appropriate for tomorrow's schedule.
4. Make notes for things you need to remember for tomorrow. Write them on the bottom of this sheet in dry erase marker.
5. Set your alarm clock

## Notes for tomorrow:

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# Home Morning Routine

1. Get up and make bed immediately
2. Shower and get dressed to shoes, hair and face.
3. While you are in the bathroom; Swish and Swipe; pick up after yourself.
4. Eat breakfast and take vitamins
5. Start a load of laundry
6. Empty dishwasher
7. Bless your heart by moving; we hate the "E" Word.
8. \_\_\_\_\_

**Add new habits as you need them; do not over burden yourself with a routine that is too elaborate.**

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# Office Morning Routine

You are going to have to think about your day and what needs to be done first.

These are the things that have to be done every morning.

Use a pencil to get started. Your morning routine will evolve.

1. Check last nights list of things to remember; Your NOTES:

2. Drink your water and have a healthy snack.

3. Check your work calendar for appointments

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_



# Office Afternoon Routine

1. Clear off the Hot Spot on your desk.
2. Eat lunch and drink your water
3. Check phone messages
4. Return phone calls
5. Return emails

Now I want you to think about each day; that things do you have to do in the afternoons.

6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. Clear off your desk to go home.
12. Turn off coffee pot
13. Turn off lights and lock door.

Notes for tomorrow:

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# How to Build your Basic Weekly Plan for Home and Office

Our Basic Weekly Plan is how we get things done. Use it to help you to remember things to do. This is not hard. So don't get overwhelmed by this.

I will break down my Weekly Home Blessing hour into several days. You can do this too. Please adapt it to fit your home and office.

Now I want you to list all the things that need to be done in your home and office during the week. Then take the list and spread it out over the days.

## HOME

## OFFICE

**\_Grocery shop\_\_\_\_\_**

\_\_\_\_\_

**\_Vacuum\_\_\_\_\_**

\_\_\_\_\_

**\_Dust\_\_\_\_\_**

\_\_\_\_\_

**\_Get Rid of Magazines\_\_\_\_\_**

\_\_\_\_\_

**\_Mop\_\_\_\_\_**

\_\_\_\_\_

**\_Change Sheets\_\_\_\_\_**

\_\_\_\_\_

**\_Empty Trash\_\_\_\_\_**

\_\_\_\_\_

**\_Clean mirrors, windows and doors\_\_\_\_\_**

\_\_\_\_\_

**\_Clean out your car\_\_\_\_\_**

\_\_\_\_\_

**\_Pay Bills\_\_\_\_\_**

\_\_\_\_\_

**\_Clean out your purse\_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Monday at Home**

Do my Morning Routine first.

1. Empty Trash

## Monday at the Office

1. Do my morning office routine and

2. \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Tuesday at Home**

1. Do my Morning Routine first.
2. Vacuum or swiffer

## Tuesday at the Office

1. Do my morning office routine and

2. \_\_\_\_\_

3. \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

## **Wednesday at Home**

1. Do my Morning Routine first.
2. Plan Menus and make grocery list
3. Clean out Refrigerator
4. Get rid of Magazines
5. Look at next week's schedule

## Wednesday at the Office

1. Do my morning office routine and

2. \_\_\_\_\_

3. \_\_\_\_\_

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## **Thursday at Home**

1. Do my Morning Routine first.
2. Change Sheets
3. Shop for Groceries



## Thursday at the Office

1. Do my morning office routine and

2. \_\_\_\_\_

3. \_\_\_\_\_

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## **Friday at Home**

1. Do my Morning Routine first.
2. Clean out car
3. Clean out purse
4. Sweep and mop bathroom
5. Date Night

## Friday at the Office

1. Do my morning office routine and

2. \_\_\_\_\_

3. \_\_\_\_\_

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## **Saturday; Family Fun Day**

1. Do my morning routine and then go have some fun with your family

## **Sunday: Renew Your Spirit Day**

1. Do my morning routine and then fill my soul with love!



