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!*

This is on the left side of the binder on the back side of a sheet protector. These two sheets face each other.
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:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

This is on the right side of the binder in a sheet protector.
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. ___________________________________________
Home Afternoon Routine
If you are home do this early afternoon if you are at an office do this when you first get home.

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.

Adapt this to fit your home and family.

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
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:

___________________________________________

___________________________________________

___________________________________________
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.

<table>
<thead>
<tr>
<th>HOME</th>
<th>OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Grocery shop</em>_________________________</td>
<td>__________________________________________</td>
</tr>
<tr>
<td><em>Vacuum</em>____________________________</td>
<td>__________________________________________</td>
</tr>
<tr>
<td><em>Dust</em>_______________________</td>
<td>__________________________________________</td>
</tr>
<tr>
<td><em>Get Rid of Magazines</em>____</td>
<td>__________________________________________</td>
</tr>
<tr>
<td><em>Mop</em>_______________________</td>
<td>__________________________________________</td>
</tr>
<tr>
<td><em>Change Sheets</em>_______________________</td>
<td>__________________________________________</td>
</tr>
<tr>
<td><em>Empty Trash</em>_________________________</td>
<td>__________________________________________</td>
</tr>
<tr>
<td>_Clean mirrors, windows and doors</td>
<td>__________________________________________</td>
</tr>
<tr>
<td><em>Clean out your car</em>_______</td>
<td>__________________________________________</td>
</tr>
<tr>
<td><em>Pay Bills</em>__________________________</td>
<td>__________________________________________</td>
</tr>
<tr>
<td><em>Clean out your purse</em>_____</td>
<td>__________________________________________</td>
</tr>
</tbody>
</table>

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________________________
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. _____________________________

_________________________________

_________________________________

_________________________________

_________________________________
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. __________________________________________

_____________________________________________

_____________________________________________

_____________________________________________

_____________________________________________
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. _____________________________
   _____________________________
   _____________________________
   _____________________________
   _____________________________
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. ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________
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!
Projects: How I keep up with things

We have so many things going on at one time and several people working on them. The first thing I did was brainstorm everything we are working on. Then I took each project and put it on a page all by itself.

I have a couple of days each week that I take 15 minutes to go through my list of projects and make little notes on where we stand. Believe it or not; some of these projects are beginning to see fulfillment. We are so excited at the progress.

These project sheets help me to not have to keep all of this information in my head.

Now take a few minutes to brainstorm about all the projects you are juggling. Then make a sheet for each one.