

Teacher Control Journal



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Dear Teachers,

First of all, I would like to thank you from the bottom of my heart because you have chosen to teach our children. This is a tough thankless job and I want to make sure you know how much I appreciate you! My dear daughter-in-love is a teacher, my mother was a teacher, and my son's father is a teacher. I have seen their struggles with class schedules, administrative issues, lack of money, and not enough time in a day! All they ever wanted to do was make a small difference in a child's life.

This is exactly what you do! You give the children in your care the foundations they need to succeed in a vicious world. These babies thrive on structure and this is exactly what they get at school; they know what happens next. This is all any that of us want; to feel like we are in control of our lives. Sometimes just the knowing is enough to calm us down.

Your classroom is your learning home. It blesses your children day in and day out with the satisfying structure of your routines. At home many of these children do not know when dinner is or what is happening next. You give them something they can depend on.

Every summer we get hundreds of letters from teachers who desire to regain control over their homes while they are home for summer vacation. My goal with this Teacher Control Journal is to help you at home and at school. These routines translate well from home to classroom. Even our tools work well in the classroom.

Every teacher I have ever known has been overwhelmed by their teaching materials. Storage closets can't hold it all. The materials take on a life of their own. Our homes become cluttered with items that have no specific place in the classroom. It is essential that you declutter every day. It can be just one 27 Fling Boogie a day; this will keep your teaching clutter at bay. You can help new teachers build up their collections by setting up a give-away box in the teachers' lounge.

I do not have a degree in education, but I do know how to teach. We are very creative people or we would not have chosen to help others by sharing our skills with them. I have seen our system work for every profession and it

can work for you too! You just have to adapt it to fit you and your classroom. This is just an instruction manual to help you think about what needs to be done and how to implement it with your class.

If you are reading this Teacher Control Journal and you are homeschooling your children, then it is imperative that you have your home in order and you are dressed to shoes each morning and your class starts at the same time each day. If you are not willing to do these things, then you are not ready to teach your babies. Teaching is a chosen profession; you have to act like you are in control. Don't whine to me about their education being the most important thing. If they can't find a clear surface to write on then there is a problem.

I will say it again and again. Children thrive on order. Living in CHAOS whether in school or at home is not conducive to a good learning environment. You set the tone for your class. They are watching you! They are listening to your every word. It is up to you to show them instead of tell them. This way they understand what is expected of them.

When you are not spending precious minutes searching for things, you can spend more time being creative with your teaching techniques. You can do this! All of you! One BabyStep at a time; one habit at a time! With our simple routines, we can turn our classroom into a place of peace. Where there is peace, there is learning!

You can do anything for 15 minutes!

FlyLady

How to Get Started?

This is the million dollar question. When you graduated you were not handed an instruction manual for how to manage your classroom. You were taught how to present the material and not necessarily how to arrange your classroom, how to store your teaching materials or how to organize your day from start to finish. We have a tendency to allow time to get away from us. This is why I think it is most important for you to have a timer in your classroom and at home. We can get sidetracked so easily and our timers keep us focused.

Every fall we start a new school year. With this comes anxiety as well as the hope of a fresh start. We go into the year wanting to be organized and by the end of the year we find ourselves struggling just to get through the day. It is not going to be like that this year!

Here are the tools that you are going to need to build your Teacher Control Journal.

- Paper- let's get creative and use colored paper and white.
- Sheet protectors
- Hole punch
- Timer
- Colored markers
- Dry erase markers
- File folders in colors
- Box or crate for files
- Calendar with big blocks
- Three ring binder
- Zippered notebook cover to put it in. Our Office in a Bag works well to keep from losing things.

Dividers- You may have to make them out of file folders because of the sheet protectors being wider than most dividers. The office supply store may have some dividers for sheet protectors.

This is your list of materials; go gather them up for your first day school organization! We want to be prepared!

LESSON #1: Start the New Year Checklist

Right now I want you to think about what you have to do before the first day of school. Make a rough list in no particular order. We will rearrange them later for your Teacher Control Journal. Here is an example from a dear member, Jamie:

August Set-up

- Send student welcome letters

Bulletin Boards:

- New paper
- New borders
- Friendship board
- Star board
- Theme board
- Jobs board
- Make new schedule cards if needed (lamine!)

Copies:

- Organize September copies on shelves
- Spelling lists
- Ship activity
- Homework buddies
- Book Clubs letter
- Oops tickets

Schedule/Planning

- Print out monthly calendars; write in district events, professional development, PTO events
- Create master schedule
- Modify plan book template. Be sure to include:
 - Assessment block on Friday mornings
 - Spelling review on Thursdays
 - State Assessment practice
 - Daily Handwriting instruction
 - Remedial assistant times

- Specialists' schedules, both pullout & inclusion (OT, L.S., Speech, ESL)
- Team meeting
- Plan out first two weeks. Include:
 1. People search
 2. Ship decorating
 3. Who am I project/ME collage
 4. Peer interviews
 5. Miss Nelson
 6. Fall Math Assessment
 7. Spelling pre-test
 8. DRA testing
 9. Drills practice

Class lists:

- Class list original
- Homework record
- Job list
- Computer cards with passwords and ID's
- Compass, Harcourt (Computer software for students' use)
- Math gradebook
- Language Arts gradebook

Make labels:

- 3 file folder labels with student names
- Unfinished work folder
- Take-home folder
- Write-away journal
- Guided Reading journal
- Science
- Social Studies

Put names and/or labels on:

- Locker nametags (lamine and die-cut FIRST)
- Desk nametags (then laminate)
- Star board
- Job chart
- File folders and hanging files

- Portfolio hanging files
- Unfinished work folders
- Take-home folders
- Write-away journals
- Guided Reading journals
- Birthday chart
- Birthday certificates

Student placements:

- Seating chart
- Locker assignments
- Seating chart for Science class

Student supplies

- Unfinished work folder
- Take-home folder (Eagle folder from PTO)
- Write away journal
- Guided Reading journal
- Assignment book
- Pencils
- Tablets
- Crayons
- Math text, math workbook
- Reading text, reading workbook
- Open-ended reading response booklet
- Open-ended math response booklet
- Handwriting booklet
- Daily Language Review/Math Review booklet (DLR books)

- Organize portfolios; add new students
- Organize classroom library
- Review student files/cards
- # consumables
- Meet with Specialists

New student checklist

Name on:

- Desk nametag
- Locker nametag
- Star (homework incentive program)
- B-day chart and certificate
- Ship (getting to know me project)
- Reading group
- Lunch card
- Job chart
- Computer password card
- Portfolio (student writing)
- Student file (graded papers, parent notes, absence excuses)
- Homework record
- Class list

Supplies:

- Unfinished work folder
- Take-home folder (Eagle folder from PTO)
- Write away journal
- Guided Reading journal
- Assignment book
- Pencils
- Tablets
- Crayons
- Math text, math workbook
- Reading text, reading workbook
- Open-ended reading response booklet
- Open-ended math response booklet
- Handwriting booklet
- DLR booklet

Handouts:

- Beginning of the year welcome letter
- Meet the Teacher Night outline
- Scholastic handout
- Homework buddy

Labels:

- 3 file folder labels w/ student name
- Supply labels: unfinished work, take-home, write-away, guided reading, science, social studies

Take Jamie's lists and use them to help trigger your memory as to what you need to do, then get started building your Set-up list! A few minutes planning will save you so much time in the long run. This is your checklist. Put it in a sheet protector, because you will reuse this list every year. You will never have to make this list again. This list will fit the way you teach. You may have to pencil in new things that come to mind. So save the document in a folder called Teacher Control Journal. As you build each section and develop templates for things, save them here so you are not reinventing the wheel each new year.

This is what a Control Journal is all about; not having to redo something each day, each week and each year. It saves you time and frustration having to rethink and rewrite the simple things. Your time is better spent being creative with your teaching skills; not the administration of it.

Now that I have set the stage by teaching you the principles behind this control journal, it is time to put it into practice. Isn't this what you do every hour of your teaching day? You introduce the subject, give examples, have discussion and then you do an assignment that reinforces the principles learned.

Beginning of the year Set-up: I want you to set your timer for 15 minutes and sit down and write or type this out to fit your classroom. It doesn't have to be perfect. You just have to be able to read it. Don't allow your perfectionism to stop you at this point. This is for your eyes only. It can be edited at a later date. A control journal with imperfections still blesses you and your students. I am not getting hung up on the writing of your Teacher Control Journal. Let it go and let it flow out of you!

LESSON #2: You Can't Organize Clutter

Every day we waste precious time searching for things we know are right in front of us. We can't see them for the clutter we have surrounded ourselves with. You are setting the example for your students and it is up to you to act the part.

You can't organize clutter; you can only get rid of it. This goes for your storage closets, file cabinets, desk drawers, desktop, table or any flat surface and your brief case or tote bag. Decluttering these areas is not a one time task; it is ongoing throughout the year.

To declutter you will use the same methods we use when we declutter our homes. Here are the tools you will need.

A timer

A give away box

A throw away box with plenty of trash bags

A put away box

A water bottle

A label maker or heavy duty tape and some card stock

Colored pens

A CD player with some fun music

A timer is to keep you focused. The water bottle will keep you energized. Keep one thing in mind as you declutter your classroom; the one with the most school supplies does not win. It is how we use what we have that makes the difference. By the time you have decluttered your room, everything will have a place and everything will be in its place.

Let's begin decluttering. First we are going to start with your desk. **YOUR DESK IS THE SHINY SINK OF YOUR ROOM!** Once the desk is decluttered, you'll set your timer for 15 minutes and start with one area elsewhere in your room. A fun way to do this is to stand at the door and work your way around the room clockwise.

With your boxes by your side, start on the left side of your desktop and go through one pile at a time, purging things you don't use, don't love, or trash.

If something is worth keeping and does not belong on your desk, then place it in the put away box. Eventually you will have a box full of things to put in another place and you will have some decisions to make and the label maker to use. By the time this box is full hopefully you will have cleared out an area for storage.

Setting up a storage plan is simple when you think about the school year and the themes for each month. You may want to use banker boxes labeled by the month. You know what you need and when you need it.

Keeping things contained stops you from pulling everything out of a closet to find what you are looking for. There is a method to a storage system. Ask a teacher who is Born Organized for her help on what works best for her. They love to share their wisdom with you; all you have to do is ask! We just need an example to help us. This is why I want to thank Jamie Hawley for sharing her examples to help me help you. She sent them to me last year and I just could not put my head around it until now.

Now here is the goal. I do not want you to crash and burn when you have several things to do to get ready for the first day of school. We are going to take BabySteps and pace ourselves through this process. This is another reason I want you using your timer.

Lesson #3: Cleaning for the Classroom

Have you ever had to get ready for your mother to come and visit? You spend days cleaning and by the time she arrives you are worn out. I want you happy and rested by the first day of school. We use a simple little technique to keep us from crashing and burning. At the same time it keeps us fresh and excited about what we are doing.

We are going to do what I call Crisis Cleaning for the Classroom.

The object of crisis cleaning is to keep our energy levels up and not get bored with what we are doing. In our homes we spend 15 minutes in our kitchen, 15 minutes in our living rooms and 15 minutes in our bathrooms. The last 15 minutes of each hour is spent with our feet up thinking about what we are going to do next, resting and drinking our water.

Now if you would like to break your room up into zones, this would be a good time to do it.

Zone 1 -The front of the room

Zone 2- The student desks and your desk- The middle of the room

Zone 3- The wall the door is on

Zone 4- The back wall

Zone 5- The wall opposite the door

Now that was easy!

You can use Crisis Cleaning with the zones or you can include working on your control journal templates, decluttering and cleaning into the system. It is your room and you get to play any way you want.

Just don't forget to take those breaks each hour. I don't want you to crash and burn! Pace yourself and have fun. Work with a friend on your room one hour and hers the next. Put on some peppy music and FLY!

Lesson #4: Daily Routines

Routines are the foundation of what I teach. A routine is simply a set of habits strung together in chronological order. It is like learning a dance step. As the habits become part of us and our students we all know what comes next without even asking or telling. Your students love routines. It doesn't matter if you have a self contained class or your students change classes each period; there is a routine to their day and yours.

Here is a testimonial to give you an example:

Dear FlyLady,

I sent you a testimonial recently about adapting the Office in a Bag for teachers. I've been FLYing at home for years, but still struggle sometimes at work, because I feel so "busy." I have learned how to work around this "feeling-busy" problem. I thought I'd share some more tips that I have adapted for teachers (and didn't even realize until I wrote that other testimonial) but that may apply to other Payroll SHEs:

Another use for the Flylady cling: I glued a magnet to it and stuck it on my filing cabinet at school.

I use the calendar and kid stickers at school.

I use the Office in a Bag for my school papers.

I use the lanyard for my school keys.

The timer is used in so many ways I can't even begin. I mainly use it for children with attention issues. It helps keep them focused on a task, and they try to beat the timer. It also helps me clean off my desk at the end of the day when I want to go see my babies. I'm anxious to go and am tempted to leave the mess for tomorrow, but then I see my cling magnet and remember to just give it 15 minutes. I always finish in less time.

My clean desk is my shiny sink. I also happen to have an actual sink in my classroom, and I've taught the kids how to keep it clean and water-spot free.

We do 5-minute rescues of desks every day and thoroughly clean desks every Friday, which takes less than 5 minutes!

I adapted my morning and evening routines to fit school.

CHECK YOUR MORNING SCHOOL FLY LIST

1. Do you have your exercise clothes, water bottle, lunch, and snack?
2. Have you checked your Hot Spots and put out any fires?
3. Fill your coffee mug.
4. Unpack your school bag.
5. Did you have any breakfast?
6. Fulfill your to-do list before the bell rings.
7. Have you taken a break this morning? Have you had any water?

CHECK YOUR AFTERNOON SCHOOL FLY LIST

1. Did you have any lunch/water?
2. Are you prepared to exercise today?
3. Go do a 5 Minute Desk/Closet Rescue!
4. Have you taken a break this afternoon to just sit and be good to yourself?
5. Are you caught up on grading/filing?
6. Make copies/lessons for tomorrow, including necessary supplies.

CHECK YOUR EVENING SCHOOL FLY LIST

Check your "Before You Leave" List

1. Lay out your lessons for tomorrow. Are the copies made?
2. Is your DESK CLEAN?
3. Go put out your Hot Spots!
4. Leave at a decent hour! (5:30 for me)
5. EXERCISE!

START YOUR BEFORE BED ROUTINE AFTER DINNER

We need our beauty sleep as well as rest for our bodies and minds.

1. Pack exercise clothes and water bottle.
2. Lay out your clothes for tomorrow.
3. Pack your school bag.
4. Make your lunch and snack.
5. Make a to-do list.
6. Go to bed by 10:00.

I also use FlyLady zones in my room: there's art, writing, library, their desks (including other centers), and my desk (including cubbies, since I use them, and shelves). Every week I declutter and detail clean each zone (but the kids bear the brunt of the responsibility here - never do for a child what he can do himself!). However, my desk still has to be clean each day before leaving. Five minutes at the beginning of the day our "community helpers" help me keep our classroom tidy and running efficiently. I use the Librarian, Custodian, Botanist, Secretary, Reporter, and Meteorologist. My plants never die, library books are never overdue, attendance gets taken, the room is always clean, and the Reporter and Meteorologist help me remember to do calendar and weather, and they lead it instead of me (I'm still a SHE and forget things). I carry very little of the mundane load in the mornings. I can start teaching at 9:00 sharp instead of 9:30 - WITH a CLEAN room.

*Librarian (returns all library books in book crate, passes out overdue notices, straightens books, arranges pillows in the Reading Corner)

*Custodian (erases boards and claps the erasers outside, keeps floor clean, carries heavy stuff like lunches and recess equipment, washes tables, makes sure desks are organized)

*Secretary (Files worksheets to go home into each student's file, stuffs Friday packets, takes attendance, answers the phone and intercom, runs errands, replaces lunch tickets.)

*Botanist (waters, fertilizes, and prunes plants)

*Meteorologist (keeps track of weather charts on bulletin board, calls Time and Temp, leads class in morning weather routine)

*Reporter (keeps track of and performs calendar duties, leads class in pattern predicting, reports class news)

I hope these tips help other teachers, and that some tips help other Payroll SHEs. The best way to learn is to teach, and writing this testimonial reminds me of things I do well. I will focus on them in the fall and teach them to my student teacher to remind me to use the tools that that I know work.

Thank you from the bottom of my heart!

Teaching myself while teaching kids to FLY

Right now I want you to think about your regular class day.

What do you need to have done before you walk into the class room each day? This is part of your Before Class routine. It can be done at home or after school. I don't want this weighing on you when you walk in the door in the morning. Get it done so you can have fun. This is your homework: grading papers, lesson plans, recording grades, making phone calls and answering email from parents. This is the most important routine of the day.

Before Class Routine/after school or home; not morning

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Next what do you do when you first hit the door in the morning? Make a list of the things you need to do each day before the students get there. This is your checklist. It is just like getting dressed to shoes to start your day. Don't forget the things you need to take care of yourself; water.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Class/Period Routine for the Day

- 1st Period _____
- 2nd Period _____
- 3rd Period _____
- 4th Period _____
- 5th Period _____
- 6th Period _____

This is the schedule day in and day out unless you teach college and you will have a Mon/Wed/Fri schedule and a Tues/Thurs.

Here is another testimonial about how this Jr. High School English teacher utilized the power of 15 minutes in her teaching.

Dear FlyLady,

Thanks to you I was able to return to teaching last year. Our youngest child entered third grade and my DH and I decided our family could really benefit financially if I could find a teaching job. I was really nervous about returning to work because I was afraid that we would go back to living in CHAOS. There were times when I backslid BIG TIME, but my DH was always there to help and we made it through the year in fairly good shape. It was an educational experience in more ways than one!

The job God blessed me with was teaching Jr. High English. To be honest, I was terrified. I hadn't taught for several years and I had NEVER taught 9th graders, but I figured this must be where I am meant to be at this time. Rather than suffer from "analysis paralysis"

I knew I needed a teaching plan. I decided to set my teaching schedule up the way my FLYlady system worked at home--in increments no longer than 15 minutes.

The first five minutes of class, students come in and place the required materials for the class on their desks (WHERE ARE YOUR SHOES?). While they are working on a mini grammar lesson, I check that they have their materials, which includes their daily agenda (CALENDAR).

We spend five minutes discussing what's happening in their lives such as football games, band concerts, speech meets, etc. On Monday I tell students the anticipated schedule for the week (tests, assemblies, etc.). Students write these events in their calendars and we prepare to start the day's lesson.

I spend fifteen minutes presenting the day's lesson. Yep! That's it, fifteen minutes. When preparing my lessons I ask myself, "What do I really want them to know about this topic?" and condense it into a 15-minute presentation. I then give an assignment or activity to reinforce the lesson--yes, you guessed it!--and they have 15 minutes to work on it. We review for five minutes and then SHINE OUR SINKS (straighten and clean out the desks). That's it!

The beauty of this system is that there is virtually no homework. Kids and parents stare in disbelief at open house when I state that it is not my policy to give homework. Now that's not to say that they don't have an assignment to finish up at home once in a while, but the majority of the work is done at school. That's a bonus for me because I can monitor if they understand what they are doing (and if they're doing it!) and it's a benefit for them to not have so much homework. I tell them to use the traditional half hour of homework time from English class to SPEND TIME DOING SOMETHING WITH THEIR FAMILY.

Now the next part of my testimonial is certainly not to brag (Heaven knows I have a long way to go!), but to give the glory back to you, FlyLady. Counselors have come down to my classroom to find out why students who usually have trouble in school succeed in my class (YOU CAN DO ANYTHING FOR FIFTEEN MINUTES). For those who doubt that this method of instruction works, my principal will tell you that my student's test scores were among the highest in the school. My students will tell you that even research papers and Shakespeare are fun when you take BABY STEPS.

The biggest compliment I can offer you, Marla, is what many of my students wrote in my yearbook at the end of the year: "Thanks for making learning so much fun. You taught us many lessons we will use throughout our lives. Thanks for caring about us."

Thank you for giving me the tools to help others. Through the ripple effect you have touched more lives than you will ever know.

Flybaby M

Here is another testimonial:

Dear FlyLady,

I have been a member for I don't know how long. Like a true SHE, I fall off the wagon and get myself into some CHAOS now and then. I can depend on my flywashing to get me back on. Thank you thank you thank you!

The point of this letter is to tell you how I use your principles in my third grade classroom.

1. No whinning sign is posted and I don't get much of that.
2. Students use my FLY duster and love it.
3. We have 5 minute room, tote, and desk rescues-in fact they tell me when they are in need of one.
4. Hot spot fire prevention
5. Routines-morning, after lunch recess, and before going home.
6. I use a timer to end an activity
7. The most important is in counseling students and parents on how to get successful using the "you can do anything for 15 minutes" and having routines at home. Most kids, not just kids with ADD or ADHD thrive with routines. They have to be practiced and if you get lazy with them CHAOS enters in again. Many students whose home lives are in shambles really need the structure and FlyLady makes it fun. There have even been students who tell me their mom listens to FlyLady, too.

I know I haven't even begun to touch on all the ways I use your system at school because it has become such a part of my life. The real testimony was when the custodian told me that my room always looks good and is easy to clean because it is not so cluttered like some of the other rooms. WOW. What a compliment. Of course, she had to listen to me tell her all about you and how you have made a difference in my life.

FLY Teacher in Ohio

FlyLady here: You are all going to ask for this No Whining Sign. You can find it any time by using our new Google search box on FlyLady.net.

Here is a quick link for you.

<http://www.flylady.net/images/nowhine.pdf>

Lesson #5: How to Build Good Work Habits

Isn't it strange that we try to teach our students to break things down into BabySteps yet we don't follow our own instructions? We take pride in ourselves for working well under pressure. If the truth be known we really do not work well under stress and we don't multi-task worth a flip either. We get sidetracked and nothing ever gets finished.

We also have a tendency to let our homes go down the tubes when our jobs start. There has to be a middle ground and it starts with shining your sink and establishing habits at home right along with your habits at school.

You don't have to spend your Saturdays cleaning and Sundays playing catch up. You can do this, but you have to pace yourself, quit procrastinating that you don't have time and set your timer. When we get in a hurry everything falls apart.

Here is what happens when we procrastinate. We have looked hard at our procrastinating personalities and why we are so good at putting things off until later. The main reason that we don't do something right now is because we think that it is going to take too much time and right now we don't have time or we don't feel like doing it now. I want to look at how this kind of thinking actually creates an avalanche effect and before we know it we are suffocating under a heavy load of guilt and we are paralyzed by our inactions.

For the most part we are a very social happy-go-lucky spontaneous vivacious group of people. We love to have fun at anything we do. When it comes to housework or other things that we may need to get done; we can come up with every excuse in the world to not do it. The main excuse we use is, "I don't have time!" When the truth is we really don't want to do it because it is not going to be fun or we don't feel like it. We don't like to do things that are the mundane boring aspects of living. That is one of the reasons that our FlyLady routines get those things out of the way so we can get on with the enjoyable part of our day.

People ask me all the time if I spend all day cleaning. The truth is that as long as I do my simple routine (15 minutes) in the morning and a routine at night (10 minutes tops); our house is always company ready. This will work for any size home; now I do have to pick up after myself and keep my hot spots policed. This only takes a couple of minutes at the most.

Here is what happens when we put something off. Let's start with our before bed routines.

1. We go to bed at 1:00 or 2:00 am and have to get up at 7:00 am. We procrastinated by not going to bed at a decent hour. Then we can't get up on time.
2. After you hit the snooze button a few times and it is 7:30 am and to get to work on time we have to leave at 7:45 am. Now you have 15 minutes to get dressed and out the door and you have no clean clothes.

3. Not only did you go to bed late, but you did not lay out your clothes for tomorrow. So there again you have procrastinated and you are rushing around.

4. Now you are feeling the time crunch and the pressure of being late to work or an appointment again. Then the guilt starts to pile on.

5. With the guilt comes blaming others and not looking at what our role was in our perpetual tardiness. Then we have martyrdom and the loud yelling voices that just add to the stress along with the guilt.

6. Now we are half dressed, jumping in a car trying to put on makeup while driving and not paying attention to what we are doing. Not to mention that you have skipped breakfast and there is not even time for a quick drive through the golden arches. Well that could be the only positive thing about rushing; not time for negative nutrition with fast food.

7. Next thing we know the blue lights are flashing in our rearview mirror and we have yet another speeding ticket to have to explain and pay for.

8. That is if we are lucky and we haven't had a car accident with our babies in the car.

9. More money wasted all because we procrastinated and didn't go to bed in a decent hour to get up and start our day on the right foot instead of behind the eight ball.

Just writing this makes me nauseated. I can't live this way anymore. The constant surge of adrenalin is hard on our bodies. We have to find a way to relieve the stress that our procrastination causes in our lives. Are you listening to me! Procrastination can kill us and maim our children. It can be a slow painful death of our bodies turning on us because of the constant surge of adrenalin with immune dysfunction or it can be a quick one with a car accident. You have a choice to stop this right now!

If I can ever get you to feel the peace that comes from just a few simple routines in your life, you will never go back to living this way.

Here is what you have to do!

1. Set your priorities! I know you hear this all the time, so I am going to make this very clear to you! Is talking on the phone or the computer more important than your children's lives or your life? Is watching that movie better for you than a good nights sleep?

2. Lay out your clothes for tomorrow; use your creativity to accessorize your clothes. We love to do this but we never have time when we are so rushed. Look at your calendar and see what you need to do tomorrow. This will help you to pick out your clothes.

3. Go to bed at a decent hour. We can have time for ourselves in the morning when we

are not rushing around like a chicken with its head cut off.

4. Put the alarm clock on the other side of the room so you will not be tempted to hit the snooze button. This is an ineffective habit that you have. When you start getting 7 to 8 hours of sleep each night you will not need that snooze button any more. You need to get your feet on the floor to turn off the alarm.

5. Put gas in your car when it is not empty. Look for times when you are not in a hurry to stop and fill up before you are running on fumes. This will not cost you as much money if you are only putting in a half of tank. You never know when you may need gas to get you to the emergency room in the middle of the night.

6. As part of your before bed routine, put everything you need to take with you tomorrow by the front door or in the car. This will keep you from having to search for things tomorrow morning and from forgetting that important paper you have to present.

7. Start your day without the chaos of the television by listening to beautiful music. The television is filled with bad news that we can do nothing about. Open up your heart to a new morning with your favorite music or silence.

8. Get up 15 minutes before the rest of the family so that you can be dressed to lace up shoes before their little feet hit the floor. You will be in control! Put on those shoes whether or not you have to wear heels to work. You can change just before you walk out the door because you would have put them by the front door. All this is done because you laid out your whole outfit the night before; from jewelry to shoes and hose. You checked your calendar and you know what to wear.

9. Without all the rushing you can sit down and eat a breakfast fit for the queen that you are! It may just be a yogurt smoothie but you will be filling up your personal fuel tank with good nutritious food, not junk on the run. You may also have fewer digestion problems when you slow down your food consumption.

10. Now you are in your car and not rushing to get to work because you factored in your drive time into your morning routine. You have even added a few extra minutes for traffic and you may surprise everyone by being at work early or getting the kids to school without having to write a late note. This will mean no speeding ticket and some extra money in your pocket because your insurance has not gone up because of the points on your drivers license.

Every single thing we procrastinate about can be put into this avalanche scenario. Just stop and think when you hear yourself saying I don't have time or I don't feel like it right now. We are never going to feel like scrubbing the toilet but it sure is nice when you are hugging that piece porcelain during a round of stomach flu. We don't have to feel like doing it to just get up off our Frannys and do something! With this attitude, we are getting it out of the way so we can go play and enjoy our day without the stress and guilt that comes from procrastinating.

If you will just start with one little piece of this essay, you will be slowing down the effects of the avalanche. Soon you will begin to feel the peace that I have from my morning and before bed routines. If you will just get a small taste of this peace you will not want to live in the chaos of procrastination another day.

Are you ready to FLY by doing the little things in life that make living easier; routines?

Lesson #6: Setting up our Control Journals

Our teacher friend Jamie has given us more examples of her routines to help you build your Teacher Control Journal. Kelly and I have integrated our work control journals with our household control journals. You don't have to do this, but you have to promise that you will not allow your homes to fall apart once school starts. Here are some more examples of her Basic Weekly Plan.

Control Journal

Weekly Afternoon Routines

- Monday
 - Prepare for tomorrow's lessons - check on copies
 - Hand out morning work
 - Write DLR on board, change assignment book date
 - Put out HotSpots on counter and desk
 - Take home Social Studies to plan for next week

- Tuesday
 - Prepare for tomorrow's lessons - check on copies
 - Hand out morning work
 - Write DLR on board, change assignment book date
 - Put out HotSpots on counter and desk
 - Take home Math to plan for next week

- Wednesday
 - Prepare for tomorrow's lessons - check on copies
 - Hand out morning work
 - Write DLR on board, change assignment book date
 - Clean whiteboards/wash erasers
 - Put out HotSpots on counter and desk
 - Take home Reading and Language Arts to plan for next week

- Thursday
 - Prepare for tomorrow's lessons - check on copies
 - Hand out morning work
 - Write DLR on board, change assignment book date

- File papers and put away teaching manipulatives/supplies used this week
 - Put out HotSpots on counter and desk
 - Take home papers to grade and record scores
- Friday
- Prepare for Monday's lessons – check on copies
 - Hand out morning work
 - Write DLR on board, change assignment book date
 - Put out HotSpots on counter and desk
 - Change jobs for next week
 - Change Guide for Good Living
 - Change Thought for the Week

Jamie also gave us the names of the different dividers she has in her School Control Journal.

Divider names:

- **Schedule** (includes plans, monthly calendars, plan outlines)
- **Class lists** (includes student/parent contact info, student medical concerns, blank class lists to be used as grade recording sheets/checklists for papers being returned)
- **Computer help** (includes passwords for various programs, manuals and handouts on various programs)
- **Homework record**
- **Specialists schedules** (includes schedules/student information for Remedial services, Occupational therapy sessions, Learning Support, and Speech)
- **Checklists: August Set-Up** (see attached checklist above); **New Student** (checklist of things needed for students coming into my room part-way through the year) **June Close Down** (see attached checklist above);
- **District and Building info** (faculty meeting notes, professional development meeting handouts, etc...)
- **PTO forms/reimbursement** (place for blank reimbursement forms, and copies of receipts/forms previously submitted)
- **Parent Contact Log** (Includes space for date/time, student/parent, type of call, phone/email, and notes on the communication)
- **Happy file** (helpful articles, encouraging parent communication)

Lesson #7: Jamie's Example Substitute Sheet

Substitute notes: Thanks for all you do! I really appreciate it! 😊

Allergy students: if one of these children appears to be having an allergic reaction, send to nurse for epi-pen injection. Call 911 and ask for anaphylactic shock ambulance to be sent to school immediately. Call nurse to let her know student is on their way and an ambulance has been called.

Peanut allergy students:

Bee sting allergy students:

Other allergy and student names:

Dependable students are: (ask these students for help if you're not sure about a routine)

(See emergency cards in the right side holder of the black wire basket on my filing cabinet next to the desk. **Take these cards along on a fire drill.**)

- ◆ Classroom management: The class as a whole can earn shells toward a reward of their choice. (i.e. extra recess time or a pretzel party) Feel free to add or take away from the shells in the gold-lidded jar. Their goal is to earn 20 shells to get the reward.
- ◆ Eagle Tickets: Found in the lap drawer of the desk or on top of it. Individual students "doing the right thing" can be given an Eagle Ticket. The student will put his or her name on the ticket and place it in the Star Bag. Tell students I will pull Eagle Tickets on Friday.

Learning Support - (student names, aides' names, teacher names)

Daily Routine Notes:

8:40-8:55 Students arrive, unpack bags, put coats and bags in lockers. I try to remain at the door to greet each student with a handshake. Morning work is to complete the day's DLR, work on coloring continent papers if they are not finished and the monthly packet, and to read a book silently if they finish the previous tasks. These are all listed on the "To Do" board on the back whiteboard. Feel free to add any activity sheets as morning work if you see the class is not working productively during this time. Any papers returned to school go in the black wire baskets on my desk. Math homework remains on their desks until Math time.

- ◆ 8:55 – 9:15: Take attendance (write names on slip), lunch count [Lunch count/attendance is due in the office by 9:10.] **If any students have cafeteria checks, please send them down with lunch count...write the student's first and last name on the memo line, and put our room number in the top right-hand corner above the line.** Also write absentees on this sheet and save for me! Give lunch count and any office papers to the Messenger (see job chart on back board) to take to office. If any students have notes to go on a bus other than their own, they should take the note and go to the office to get a bus pass. The student needs to take the pass to get on the other bus at the end of the day. If any students have notes to get picked up, I usually clip them to the doorway to help remind me to remind them at the end of the day.
- ◆ Recite the Pledge of Allegiance and the SOAR pledge (school motto). Call on a volunteer to choose the patriotic song of the day. Whole class sings together. While students continue to work on morning work, please use a stamp from the middle left-hand desk drawer to **stamp each assignment book that has a parent signature from last night.** If students miss two consecutive days' signatures, they owe 5 minutes of recess time.
- ◆ **Speech and Pull-Out schedule attached to this sheet...the kids might need reminders to go to the correct place at the right time.**

Morning Meeting: includes description of routine

Spelling Review:

- ◆ Spelling Review on Thursday morning from 9:45 – 10:10

Friday tests: Have students cover their work with a folder flat on the desk: DLR assessment completed independently after spelling test is over.

Lunch/recess: 11:30 – 12:25

- ◆ The cafeteria workers ask that we line the children up by packers, packers buying something, regular lunch, and alternate lunch. We've been working hard to line up quickly and quietly. Please reinforce as needed by adding or taking away shells.
- ◆ The aides will take the kids to recess; please pick them up from recess on the playground at 12:25.

DEAR: 12:30 – 1:00

- ◆ Please dismiss 1 group at a time for a bathroom and drink break, making sure most of them are back before sending another group. Use the stopper to prop the door and listen for misbehaving and loud voices in the bathrooms.

Math: 1:00 – 1:45

- ◆ Switch with classroom next door (ability grouped). Be sure students check to make sure they have Math book and workbook, pencil, assignment book, and tablet before leaving.

Dismissal: 3:25 – 3:35 – See lists next to door for which kids are day care, which are bus riders, walkers, parent pick-ups, or child care.

- ◆ _____(students' names)_____ need to leave by around 3:23 to go meet the day care van.
- ◆ Bus riders must be dismissed by 3:25. They line up in the hallway right behind the kids next door to go down Stairway A. You will be watching next door's walkers and parent pick-ups as the other teacher monitors bus riders. Read a book or play hot-potato with the walkers and parent pick-ups. At 3:30, Child Care kids to the cafeteria and have the rest of the group line up at the door. Wait for announcement to dismiss walkers. Walkers will walk down Stairway B and out the recess-yard doors.

Here is Jamie's School Closing Checklist.

June Close Down

Student activities:

- Writing sample: letter to next year's teacher
- Letter to next year's students

Collect student supplies

- Inspect, collect, and order on shelves:
- Math text
- Reading text
- Social Studies text

Take names and/or labels off:

- Lockers

- Desks
- Star board (take names off with rubbing alcohol)
- Job chart
- Birthday chart

Bulletin Boards:

- Take down posters
- Clear off boards
- Send home student work

Copies: (checklist for needed September copies)

- L.A. copies
- S.S. copies
- Homework buddies
- Book Clubs letter
- Oops tickets
- People search
- Ship decorating
- Who am I project/ME collage
- Peer interviews
- DLR books
- Math PSSA books
- Math copies
- Open-ended PSSA writing books
- Cursive Writing (lower and upper case)
- Spelling Lists
- DLR quizzes
- Reading comprehension quizzes

Schedule/Planning

- Put plans in 3-clasp folder and label, put in file
- Take out this year's class lists/information: shred
- Clean out Control Journal
- Shred rough drafts of report cards
- Clean out student files
- Organize portfolios and send on to next year's teachers
- Review cumulative files
- Complete cards on student info

- Dismantle classroom library: place in crates and store
- Remove items from floor, store on counters
- Remove items from sink area
- Clear off top of desk
- Personal items to take home:
 - Rocking chair
 - Printer
 - CD player

- Send student thank-you letters

The next section is a blank Home/School Control Journal for you to fill out and begin to use.

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.

School Before Bed Routine

1. Put anything 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.

School 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. Look over your notes from last night
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 School Routine

If you are home, do this early afternoon. If you are at an office, do this when you first get home.

1. Did you 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.

School 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. What 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 School

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 school.

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

HOME

SCHOOL

_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 School

1. Do my morning school routine and

2. _____

3. _____

Tuesday at Home

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

Tuesday at School

1. Do my morning school 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 School

1. Do my morning school routine and

2. _____

3. _____

Thursday at Home

1. Do my Morning Routine first.
2. Change sheets.
3. Shop for groceries.

Thursday at School

1. Do my morning school 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 School

1. Do my morning school routine and

2. _____

3. _____

Saturday: Family Fun Day

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

Lesson #8: Giving Your Students Wings

Our children will take what they learn in your classroom and it will become another brick in their foundations of life. I will never forget my son's 6th grade teacher. Mr. Bargery taught them how to utilize their routines and take advantage every free moment they had to get ahead.

Every day was predictable. They always knew what their homework assignments would be because they were the same each week. So when they had just a few minutes they could do their spelling words. He taught them how to study without studying. To pay attention in class because it was easier to listen than it was to cram for a test. He also taught them to get things done before the deadline. No procrastinating in his class.

Routines were the key to giving his students wings. It helped my son to enjoy school because he was not putting things off until later. Justin saw the reward of getting it done! He looked forward to each day and the fun he had in Mr. Bargery's class.

It takes the teacher and the parents to give the child an environment conducive to learning. Here is an essay I wrote for a magazine that you can use to help your children's parents unite in making this school year productive.

Dear Parents,

This time of year everyone is writing articles on how to get the children ready to go back to school. I know this is an important topic for you but we have left out the main person that has to get the children ready for the first day of school; YOU!

You are the one that has to get up and get the family moving each morning. It is your responsibility to make sure they go to bed and get the rest they need to have a productive day. Your summer has been filled with a "happy-go-lucky" spirit. No one really had a bed time or their alarm set for morning.

Then when it came to mealtime, everyone just ate whatever they could find when they got hungry. What happened to the structure in our day? What happened to our routines? If we are going to expect our children to jump on the routine bandwagon then we better be there leading the way; not just barking the orders.

We teach best by our example. Not just a simple do as I do, but an example that is set in love and from the heart. If you are not taking care of yourself, you are not going to be able to take care of your family and show them the value of routines.

Most of our lives we have run around putting out fires just to stay on top of housework, bills, jobs and the responsibilities of parenting. If you are a born organized person these things do not take a toll on you, but if you tend to get sidetracked then you know about putting out fires. A born organized person just gets things done and the people around them do not even know that it has been done. If you were raised by a born organized

person you have experienced this for yourself when you got your own place. Wasn't it a shock when the toilet started to grow things? Who knew that it was cleaned on a regular basis?

If you are this born organized person, I am not putting you down. All I am saying is your children don't know that this is what is happening. So when you tell them to go clean the bathroom or their bedroom they have no clue. Mainly because it was just easier for you to do it yourself than to show them that there actually is a routine to housecleaning and most things in life. For the other 80% of us that are not born organized there is hope! We can learn to be organized. Imagine that! Taking the methods that a born organized person does naturally and using them to help us gain control over our homes and lives and in the end give our children the tools to go out into the world on their own. Born organized people can't even teach us sidetracked people what they do, because they have never had to figure it out; they just do it.

I have watched the people in my life that are born organized and what I have noticed is they tend to do the same thing in the same order every single morning. At first I thought that must be so boring and then I realized that it was brilliant. The brilliance comes from having the mundane things in life taken care of so you can have fun. Isn't that what all of us really want; to have little fun. We love fun and most of the time we are having fun; except when we are beating ourselves up because the kids are late to school again because you over-slept.

It is time for us to go to school and learn something that will help us enjoy life without the guilt we place on ourselves. I am going to call it FLYing School. We will start our first lesson with our before bed routine.

Without a before bed routine, you are running around the house in the morning in a panic. This is when we forget things. Your before bed routine helps you to start your morning on a calm step.

1. Lay out your clothes for tomorrow. Even if you have to do a load of laundry to accomplish this at first, it is better than having to deal with it in the morning when everyone is rushing around. When you lay out your clothes, your children are going to see you doing it. Now here is the fun part and we love to make things fun. Set your timer and make a game out of it.
2. Think about what you have to have when you walk out the door in the morning. Establish a launch pad by your front door. This can be as simple as a coat hook or table. If you have several children, one lady put an old dresser base in their entrance and each child had a drawer to put their items for the next day. Use this space to put backpacks, briefcases or whatever you may need so you don't have to run home in a panic to retrieve the forgotten musical instrument. If you set this example, your children are going to use it too, with a little suggestion from you.

3. Go to bed at a decent hour. This is the most important part of a before bed routine; start thinking about it long before your actual bedtime. Mine starts right after dinner with a bath. Now don't tell me you have to help the children with homework because I am going to give you some tips for homework in another routine. Establish a bedtime for everyone in the house and this includes you. You may not need as much sleep as your babies but my guess is you are not getting enough as it is. We tend to want to play till the wee hours of the morning and then try to drag ourselves out of bed with only a few short hours of sleep. This has got to stop. You are like a little baby that has gotten his days and nights mixed up and you are trying to function on no sleep. This ineffective habit is killing you and telling your children that it is fine to not take care of yourself. You have to go to bed to set the example for your children. When you start getting the sleep you deserve you will find it easier to get up in the morning. Here is the reward to you and your babies; a parent that is not grouchy in the morning. It will happen if you will quit making excuses for staying up late. This is not the only time you can be alone.

This is a simple three step routine that will make your morning run in a smooth fashion. You are going to love the peace that this brings to your morning. As these things become a habit you can add a new habit, but do not pile on too many at one time. Take BabySteps.

Next let's think about your morning. Let's not think about how it used to be; let's use a simple morning routine to get you out the door and in the car without the bad mood.

1. Your first step in the morning is to get up 15 minutes before the rest of the family. You are the director for this routine. You have to be dressed to shoes before the family gets up. I know this sounds difficult because you need coffee to get going and your morning shower but stay with me here. It is important that you are fully ready so that when plan B happens you are not standing there in your jammies while everyone is getting in the car. Get dressed and get that out of the way first. This is so empowering to your day. Your clothes are already laid out. Hop in the shower, fix your hair, put on your make up and put on your clothes. You are going to love feeling this good. That extra sleep is going to help. I promise.

2. When it is time for your children to get up then have them get dressed first too. The longer they stay in their pajamas the harder it is to pry them out of them. One parent had a rule; you could not eat breakfast until you were dressed to shoes. Don't worry about them getting breakfast on their school clothes; that is what napkins are for. No whining allowed.

3. Tell the whole family what time they are expected to be in the car. Always factor in a grace period for flat tires or traffic problems. Leave the house 15 minutes before you normally would. Getting to school early is not a bad thing. It starts your child's day on a calm not panicked note. It also keeps you from rushing and most accidents happen when you are rushed.

Now for the routine is that is going to help you have more time for yourself. It is your after school routine. The children are not going to like this, but you are the director here and this is an important lesson for everyone.

1. As soon as you all walk in the door, it is time to start homework. Now don't shake your heads no! Hear me out. If you put it off until later, later becomes the evening and then everyone gets stressed out. Now is the time to take care of homework and get it out of the way so your evenings can be spent doing family stuff, not stressing out over homework. I realize that the children have been in school all day but use the fact that they are in this routine to their advantage. Now I know that all work and no play makes Jack and Jill unhappy campers. You are going to have to reschedule your shopping runs until after the homework is done. Do not get sidetracked taking care of the things in the afternoon and put your children behind the eight ball when it comes to their homework.

We can make this fun. Use your timer. Set it for 15 minutes and tell them that if they will work steadily; not speedily or half done, that after the timer goes off that you will let them play for 15 minutes. You have to be firm. Do 15 minutes of homework and 15 minutes of play; keep repeating it until all the homework is done. You will be so surprised at how fast they will get their homework done. Now here is another good thing about using the timer. You can get dinner started during the 15 minute session and play when they play. Do you see the example you are setting for them?

A timer is a valuable tool for keeping us focused. We have never been lazy. We just want to have fun. Using a timer allows us to focus on what we have to do and celebrate when it goes off with a little enjoyment; the best of both worlds.

Routines are not the straight jackets we have always thought that they were. They free us up to have fun and keep chaos from hurting us and our children. Use them and you will learn how to be organized. Take BabySteps in establishing your routines and let your timer help to keep you and your babies focused on the fun things in life.

For more help with your routines to assist your children check out my website. My services are free.

FlyLady
www.FlyLady.net

There is one more tool to give your children wings. I made it for the children last year. I call it the Student Control Journal.

**Student
Control Journal
Parents keep away!**



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For Students Only; Parents Stay Away!

This little Control Journal is our secret tool. None of us like for our parents to tell us what to do. With these pages I am going to help you to get things done without having to be told by your mom.

This new school year does not have to be chaotic if you will start doing some of these simple little daily routines. I know all you really want to do is have fun. This is all any of us want. I am going to help you find a way to get your school work done and play too. All work and no play makes us very unhappy.

Having our parents on us all the time to get our homework, clean our rooms and do our home chores is not fun either. We are going to get these things done and it won't feel like work. I know you don't believe me. I am going to give you the tools and techniques to do all of this and have fun at the same time. You may actually teach your parents a thing or two in the process.

Before this school year is over you will have established habits that will stay with you your whole life. These habits will help you to grow up to be what you want to be and not what everyone thinks you should be.

I am very proud of you for picking this Control Journal and reading this page.

Are you ready to get started?

FlyLady

Items you are going to need to get started.

1. You will need a three ring binder to put these page in.
2. You will need a calendar to write down your school projects and activities.
3. You will need a timer that is yours. You will love using this tool.
4. You will need sheet protectors to put your routines in.
5. You will need a dry erase marker to check off things as you accomplish them.
6. You will need some Post-it Notes to help remind you of the BabySteps you need to take each morning, afternoon and evening. Post them in your bathroom.
7. You will need some fun stickers to help you chart your habits on your calendar.
8. You will also need a pen and a pencil to help you fill in your Control Journal.

Getting Started

1. Find a launch pad where you can put your things for the next day. This will help you to get to school with everything you need. Things you will put there are your book bag, fully packed with your books and homework and permission slips, gym clothes, coats, musical instruments, shoes and anything else you need. This place can be in your room by your bedroom door or in the front hallway by the entrance door to your home. You may have to ask permission to use the front hallway.
2. Put a check list of all the things that you may need on your launch pad. Also attach it to your backpack and put this list as part of your before bed routine in your Control Journal.
3. Put a Post-it note in your bathroom to remind you to gather up all your things for tomorrow.

Now let's work on our before bed routine.

Do you have a bedtime? This is the time that your parents want you in the bed and ready to go to sleep. Before this can happen you have to do the things to get ready for tomorrow. Some people like to take a shower in the evening so they don't have to do it in the morning. This is something you have to figure out for yourself. Evening or morning; this is your choice. The more things you can do in the evening, the fewer things you have to do in the morning.

**Here are the things that you need to do before bedtime.
Start these 30 minutes before your bedtime.**

1. Lay out your clothes for tomorrow. This makes it so easy for you to get dressed in the morning. Some people like to put together their outfits for the whole week. This includes everything from socks to underwear and shoes. When you do this you have more time to enjoy the start of your day.
2. Do you have any household chores that you need to do to bless your family, your pets and your home? Do them right after dinner.
2. Check your calendar for tomorrow's activities. Do you need to take things with you that you don't usually take to school?
3. Clean up your room for 5 minutes. Clear off your desk hot spot and pick up your clothes. Set your timer.
4. Put your backpack on your launch pad along with anything else you will need.
5. Take a shower and swish and swipe your bathroom while you are in there. This is swishing the toilet and wiping down the countertop and sink. Pick up after yourself and put your dirty clothes in the hamper and hang up your towel.
6. Brush your teeth and floss.
7. Give yourself a sticker for doing your routines.
8. Put on your pajamas and get into bed.
9. Read or listen to music to calm yourself down so you can go to sleep.
10. **LIGHTS OUT AT A DECENT HOUR!!
Get to sleep; fun to be had tomorrow!**

Morning Routine

1. Get up and make your bed immediately.
2. Shower (if you didn't last night) and get dressed to shoes, hair and face.
3. While you are in the bathroom, pick up after yourself.
4. Check your calendar for today's activities. Inform your family at breakfast.
5. Head to the kitchen for breakfast. You need to eat a good breakfast.
6. Clean up after breakfast, put things away, wash your dishes and pick up after yourself.
7. Do you have a lunch or lunch money? How about your water bottle filled?
6. Do you have any morning chores to help your family? Do them now.
7. Gather up your things on your launch pad to leave the house.
8. Check your backpack check list to see if you forgot anything.
9. Get in the car or wait for the bus.

Afternoon School Routine

1. When you get home from school, change your clothes. Put any gym clothes in the hamper or even the washer to get them ready for next class or practice.
2. Get a healthy snack, some water, and sit down to do your homework.
3. Get out your timer. Set it for 15 minutes.
4. Work on your school work for these 15 minutes. Stay focused for the whole time and you will get to take a break for 15 minutes and play a game or listen music.
5. When the timer goes off you get to take a break. Set the timer again and when it goes off, jump back into your homework. Keep doing this until your homework is finished.
6. Check your calendar for any projects due that you need to work on. Do not wait until the last minute to get started. Doing a little every day will make it much easier on you. We call this the project mode.
7. Are there any household jobs that are your responsibility? Use your timer to get these done too. It will not take very long to do them. Get them done and you won't get those looks from your parents. Put your gym clothes in the dryer and the put them back in your backpack.
8. Put a smile on your face and give your mom a hug. Ask if there is anything you can do to help with dinner. You will get a chance to see her faint. It is always fun to keep parents on their toes.
9. I am so proud of you for following your routines and helping yourself get your homework and household chores done without having to be told.

Weekly Schedule

Main School Activity for the Day

Mark your calendar too so you will remember this schedule. Use some fun stickers to help you see your schedule.

MONDAY _____

TUESDAY _____

WEDNESDAY _____

THURSDAY _____

FRIDAY _____

SATURDAY _____

SUNDAY _____

Keeping your Room Clean

Keeps your parents off your back

All our lives we have been told to go clean our rooms. No one ever really told us how to do this. We are just expected to do it and if we don't do it right or to suit our parents you know what happens. They come in and take over. I am going to help you keep this from happening again.

We all have too much clutter. I know you love your stuff but much of your stuff you have gotten too old for. If you get rid of it on your own it will feel much better than your mother going into your room and boxing up everything. This is the only time I ever recommend a yard sale. You will love earning money for your old stuff. You may even enjoy decluttering your room when you can get real money for it.

Getting the clutter out of your room is going to help you keep your room clean. Now don't start pulling out all your old stuff. This will make you crazy when your room is turned upside down. We have a fun game for doing this. I call it the 27 Fling Boogie.

Grab a garbage bag and throw away 27 items from your room. This is just trash. You know those coke cans and wrappers you have stashed under your bed and in your drawers. This only takes a few minutes. You won't even feel like you are decluttering your room.

Then grab a box to gather up 27 things to give away or to sell in your very own yard sale. Don't pull everything out of your closet. Just pick up one thing at a time and put it in the box. Do this once a day and before you know it your bedroom will so much easier to keep clean and keep your mother out of your hair.

We also divide our rooms into zones.

Zone 1: The Bed, nightstands and under the bed

Zone 2: Your closet

Zone 3: The floor

Zone 4: Your desk, chest of drawers or dresser

Zone 5: Your bathroom

How We Use Our Zones

To keep your mom from nagging

We use our zones to keep us from having to clean our rooms on Saturday when we had much rather be hanging out with our friends.

Each day of the week we do one zone for 5 to 10 minutes. Set your timer.

Monday is Zone 1. Your bed, clearing off your nightstands, and getting rid of the trash. Empty your trash cans.

Tuesday is Zone 2. Your Closet: Hang up your clothes; make sure your dirty clothes are put in your laundry basket. Wash your clothes and put them away.

Wednesday is Zone 3. Your Floor. Pick up all the clothes and trash off your floor and go get the vacuum and vacuum without being told to. You just have to get the middles. I don't expect you to vacuum like your perfectionist mother does. This is your room and it doesn't have to be perfect; it just has to be done once a week. Set your timer for 10 minutes and you can stop when the timer goes off.

Thursday is Zone 4. Your Desk. Throw away the trash and papers on your desk. Get rid of any soda can and bottles and take all the dishes back to the kitchen and put them in the dishwasher. Clear off your desk so you can work. This is one of our hot spots that collects the most clutter. With your desk cleared off you may be able to focus on your homework.

Friday is Zone 5. Your Bathroom. Once a week, clean the shower while you are in it and then sweep the floor and mop with a wet rag or damp towel. Then toss this in the laundry.

This is going to keep your room looking good enough to pass anyone's inspection. You may never be bothered by your mom again if you do your zone each day for 5 to 10 minutes. Before you know it your room will be clean all the time and you will not even realize you are cleaning.

I am so proud of you for trying this. Your Saturday and Sunday will be your free days now.

Before Bed Routine
Adapt to fit you and your room.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

Doing this routine will help you in the morning.
I am so proud of you!

Morning Routine
Adapt to fit you and your room.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

**This routine is going to get you out the door without a lot of
yelling and forgetting things.**

I am so proud of you for trying this!

Afternoon Routine
Adapt to fit you and your room.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

**Use your timer to get your homework done. This way you get
to play and accomplish what you need to do.**

**I am so proud of you and
you are going to be very proud of yourself!**