



Quick Steps to Keeping Things Straightened Up

1. Always put things away when you are done. It saves time and stress when you need them the next time.
2. Teach children to do the same by helping them put things away when they are young. Give points or treats when done.
3. For big jobs, plan ahead what part of the job each person in the family can do.
4. Just before going to bed, pick up clutter and put away.
5. Clean up or sweep-up messes when they happen. One mess is easier to clean than many messes.
6. Wipe down the sink and toilet each day with a germ killing cleaner. Takes about 5-10 minutes.
7. Dust obvious spots daily.
8. Designate a certain room or place as the play area. Toys are to stay there or be returned when done.
9. Have a defined place for hobbies and special interests such as crafts on the kitchen table, Art on the card table, etc.
10. Give children jobs to do. Start at a young age. At least one each day to teach good working habits, responsibility, and how to clean. Chores will give them confidence in their achievements and a sense of belonging to the family.