



Home Organization Workshop

KONOS Karats Agenda for 10-11-07

- A. Arrive, drinks, sit down
- B. Pray to open meeting
- C. Intro about home management from Educating the WholeHearted Child
- D. Home Organization Topics
 - 1. Organizing Your Home
 - a. Daily Schedules/Routines
 - b. Tasks to be Done
 - c. Calendar
 - d. General Tips
 - 2. Organizing Chores/Home clean up
 - a. Household cleaning routine
 - b. Including children in "chores"
 - c. General Tips
 - 3. Organizing School
 - a. What to do with school supplies---art/craft, basic supplies, books, etc
 - b. What to do with completed projects/work
 - c. What to do with your planning/school info when done
 - d. Planning for your year (see the Home Education Copybook and other resources)
 - 4. Menu Planning
 - a. General Tips
 - b. Planning Help
 - 5. Organizing/Planning for Holidays
 - a. Flylady system/ideas
 - b. OrganizedChristmas.com ideas/plan
 - c. General ideas/tips
- E. Time to review materials/fellowship



Home Organization Tips

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- **Intro from Educating the WholeHearted Child about Organization (pg 158-161)**
- **Explain how the evening will go, encourage participation of all the moms.**

*Organizing Home

1) General Tips

- a. Set up your house so that everything has a place—that way when you clean up, you have somewhere to put things! This includes bills, important papers, school supplies, school books, calendar/event info, menu/shopping list, etc.
- b. When you work on cleaning, decluttering, home projects—plan to spend 15 minutes at a time in various areas each day. You will be amazed at how much you will begin to accomplish in those short chunks of time. You will also be able to maintain the progress you are making by keeping up with these short chunks of time—even reducing some of them to only 5 minutes of work a day!
- c. Try to only deal with items one time—one touch, especially mail and other papers that enter your life! Have a way of sorting and storing if it can't be dealt with immediately so that you will know where things are and be able to deal with them accordingly.

*Organizing Chores/Schedule

- 1) Set up daily routines for you and your children. You will be able to accomplish more and stay sane! It will take up to a month of consistency to make these changes! Don't give up
- 2) Have a written schedule for your day. Use it to at least give you a goal to strive for! Give yourself time to work into it. (We still haven't done our whole schedule so far this school year!)
- 3) Set up a chore chart/system to involve your children in helping to maintain the home. Remember to teach and train them before expecting them to accomplish a task successfully on their own! My chart/plan was adapted from a friend plus we have used the Service Opportunities Chart from Doorposts also. Both give kids a hands on, visual way to see what needs to be accomplished and track how they are doing. The Service Opportunities chart also serves as a way to pay your children for certain tasks and teach them stewardship of their money.

*Organizing School

- 1) What to do with crafts/projects when the unit is over**
 - a. Store for a certain amount of time if you have room
 - b. Set aside a shelf or wall space to display crafts, artworks and projects; rotate as you do a new unit
 - c. When it is time to get rid of a project or craft items that can't be stored flat (or if there is an abundance of papers)—take pictures of each child with their projects, crafts and papers for that unit; use the pictures to do a page or two in their notebook or a scrapbook. You keep the good memories but have room in your home for more!

- 2) What to do with your planning sheets, originals for coloring pages, printed out info, etc from the unit you just finished**
 - a. put planning pages/assignments sheets in folders with all additional info and originals used in teaching the unit—store by unit (date with unit listed)
 - b. put planning pages/assignment sheets in a 3 ring binder; put additional info and originals used in teaching the unit in the KONOS binder with the appropriate unit (may cause you to need additional binders as you do complete the units!)

- 3) Organizing School Supplies**
 - a. Have cabinet/shelves to store all craft/art supplies to be used for projects (may need more than one area if you have a lot!); may need art cabinet, sewing cabinet, craft cabinet, general school supplies
 - b. Each child has their own box/basket with basic supplies they will use daily—pencils, crayons, markers, colored pencils, scissors, ruler, erasers, etc.
 - c. Each child has their own binder for their assignment sheet, daily schedule, and dividers for various subjects (with assigned work or to store work as they complete it)
 - d. Each child has a folder &/or spiral notebook to use with each unit (or change out paper after each unit) to use for drawing and writing during read alouds (and visits outside the house!); put work in their binder at the end of each unit (or in a unit binder depending on how you organize it!)
 - e. Sign up for www.libraryelf.com to help you keep up with all the library books you check out.

* Menu Planning

1) General tips

- a. Planning ahead for meals can save you time and money in the long run. The time spent planning ahead will keep you from having to run to get something to eat because you don't know what to cook or you forgot to take something out of the freezer that morning.
- b. Planning ahead also helps you to have a variety of foods available for all meals. It can help keep you out of the rut of having the same thing everyday.

- c. Involve your children in planning your master menu or choosing a recipe or two a week that sounds good to them to try out. Find out what each child needs to have available to feel like there is something to eat in the house. (And avoid the “there’s nothing to eat” even when you have a full pantry and frig!)
- d. Work on teaching your children to cook so they can work you out of a job as they get older! Plus, it prepares them to be better wives and husbands if they know how to cook for themselves and the family.

2) Planning Help

- a. My number one favorite resource for helping with menu planning/cooking is: www.savingdinner.com She has a large variety of menus you can either buy at one time or subscribe to that will be emailed to you weekly. She has various types of menus to fit your family and lifestyle. She also now has “freezer cooking” menus to help you plan meals around a certain type of meat that can be frozen and then made quickly or a month of meals using various types of meat. She gives side dish suggestions for each dinner meal and each weekly menu includes a shopping list, nutrition info per recipe, etc. It is a huge time saver and we have found almost every recipe we have tried to be awesome! Even the kids like them! She now also has Breakfast and Lunch ideas for a small price. I just got these and am working on trying them out!
- b. Living on a Dime has some great ideas for saving money and has a number of recipes available also for free. <http://www.livingonadime.com/grocery-savings.htm>
- c. This is a crock pot recipe site—they send you free recipes twice a week: <http://chetday.com/crockpotrecipes.htm>
- d. 30 Day Gourmet is another site that takes you through getting started with freezer cooking. <http://www.30daygourmet.com/>
- e. Menus for Moms also will email you a weekly menu for free. If you check around her site, you will also find a number of helpful articles related to cooking, menus, etc. You can check it out here: <http://www.menus4moms.com/>
- f. Some moms design a breakfast or lunch menu (sometimes even dinner) around a certain theme or letter. That way the kids know each day what to expect and they can help in the planning! It’s a way to make it fun for all! (See “Creating Balance in the Kitchen notes)

* Holiday Planning/Organizing

- 1) Explain and show the Flylady system and the system on OrganizedChristmas.com. Talk about what to think ahead about and how to divide up what you need to do to get finished before it gets too busy in December!
- 2) Show new planner/devotional: <http://www.school4jesus.com/holidayplanner-ebook.html> This is a neat 12 week holiday planner with a Jesse Tree devotional included!
- 3) Any planning you can get done ahead of time will make your holiday be less stressful! Just knowing what lays ahead, even if you don’t get through everything you wanted,

will really help the stress levels as well as help you plan out how you spend your money during the holiday season.

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* Resources for more information

- a. www.flylady.net –great place to help you get started with routines for your life!
- b. www.savingdinner.com –great place for help with menu planning. Many choices, free starter weeks and then low cost weekly menu subscriptions. I have tried it and the recipes are easy, usually save you money and taste great!
- c. [Moms Saving Money](#) by Chodakowski & Wood; has a good, simple section on organizing your home plus lots of tips on saving money!
- d. [The Complete Idiot's Guide to Organizing Your Life](#) by Georgene Lockwood; This book actually has a lot of useful suggestions, just don't be overwhelmed by the amount of information! If you read the first part and then go to one section at a time and work on it, you will find great ideas that are fairly easy to apply. If you throw in the idea of short amounts of time to get you started, the ideas work well!
- e. <http://www.chasesc.com/forms.html#22> –this site has some great forms to help you with organizing and planning in your home
- f. <http://www.donnayoung.org/> --has great forms for homeschooling, planner pages you can download and other useful forms
- g. <http://organizedhome.com/> --another site with lots of ideas and information to get you going! It also has free printable forms for making your own household planner/notebook.
- h. [If I'm Diapering a Watermelon, Then Where'd I Leave the Baby?](#) By Carol Barnier; great book focused on "help for the highly distractible mom"; has tips on many areas of organizing your home and school.
- i. [Educating the Wholehearted Child](#) by Clay and Sally Clarkson; great general homeschooling how-to book that includes ideas for organizing your home, and school.
- j. [The Successful Homeschool Family Handbook](#) by Raymond and Dorothy Moore; tips for many areas of homeschooling including organization for home and school
- k. [The Home Education Copybook](#) by Kathrine von Duyke; reproducible worksheets/planning pages for thinking through and planning for school
- l. <http://www.organizedchristmas.com>-- a great site for helping you to plan ahead for Christmas. They also have gift ideas and other helpful information. They have a whole planner you print out to help you with your holiday preparations also.
- m. [Managers of Their Homes](#) by Steven and Teri Maxwell; a very detailed scheduling resource for your daily schedule; also visit: www.titus2.com for more information
- n. [Mrs. Dunwoody's Excellent Instructions for Homemaking](#) by Miriam Lukken; this is written in the style that women in the 1800's would record all they knew to pass down to future generations. It has good ideas and is interesting to read about how they used to do things.

- o. www.largefamilylogistics.net-- A great site to help with planning, scheduling, etc for large &/or homeschooling families!
- p. www.thecleanteam.com – Speedy Cleaning tips
- q. www.urbanhomemaker.com – General homemaking help as well as a great Christmas planning outline
- r. [The Ultimate Guide to Homeschooling](#) by Debra Bell; great general homeschooling information with chapters on setting up your home for learning and how to keep things going.
- s. www.libraryelf.com - A great site that helps you monitor your library books and sends reminders when things are due, available for pick up, etc. A great time and money saver for those who check out a lot of books at one time—like we do!
- t. <http://www.new-life.net/parent09.htm> Info on stages of responsibility and examples of chore charts. Very helpful.

Creating the Balance.....in the Kitchen

How often do we get to the end of our busy school day and think, "Oh, no! What are we going to have for dinner?"

Or do you get up in the morning and pour everyone a bowl of cold cereal swimming in milk and hope that it will fill them up until lunchtime?

But then, what will you have for lunch?

I have found in my almost 16 years of homeschooling that I am always trying to create or maintain a balance. This is very difficult to achieve, but even more difficult when you consider that every year of homeschooling brings changes to your family. One child may need intensive time beside you learning phonics, another may need more supervision and time in discussion as he begins high school, a new baby may be in the picture or one may be off to college or career, leaving you with few helping hands.

I am currently going through all of the above!! Every year brings new challenges, changes and rewards. How can I do the laundry, grocery shop, plan menus, cook nutritious meals that my family will actually eat, clean house, homeschool my soon-to-be 6 children and have time for my husband? (Who is that?)

As I have been preparing for our latest arrival and have had to do without the helping hands of my oldest daughter, I have been seeking ways to simplify mealtimes while making them fun for my family.

One new change for us has been to try to plan our menu to co-ordinate with the beginning letter of the day. Our breakfast menu has been simplified and almost written in stone. No new planning for me and the children know what to expect each day.

Sunday-cinnamon rolls (I know, not the same letter, but the same sound!)

Monday-marvelous muffins, munchy fruit and scrambled eggs

Tuesday-tasty toast (could be cinnamon, cheese or just with butter and jelly) and cold or hot cereal

Wednesday-wacky waffles and sausage

Thursday-again tasty toast (or bagels or English muffins toasted in the toaster) with cereal and/or fruit

Friday-fabulous flapjacks

Saturday-super breakfast (homemade biscuits, sausage/bacon, eggs, and grits)

Our lunch and supper menus are under construction, but here are some ideas that I am trying out.

Sunday-lunch-usually a typical Southern Sunday dinner or leftovers intentionally prepared for Sunday on Saturday

supper-crock-pot baked potatoes or frozen previously grilled burgers with the trimmings

Monday-lunch-macaroni and cheese and fruit munchies

supper-Mexican cuisine

Tuesday-lunch-tasty tuna salad or turkey sandwiches, tomato soup, tortillas

-supper--baked turkey, tomato and tortellini salad

Wednesday-lunch-weiner wraps ups

Thursday-lunch

-supper

Friday-lunch-fruit fanfare, finger sandwiches

-supper-fish (baked, fried, sticks), salad with French dressing, frozen salad, French fries

Saturday-lunch-sandwiches and soup

-supper-spaghetti, salad, stir-fry, sweet and sour pork

As you can tell my creative juices haven't made it very far past breakfast, but I plan on digging through some cookbooks, finding recipes to fit or even renaming some old favorites. Perhaps I can turn this into a creative writing assignment for some of the children.

My family often uses food to study history. As we study a culture or geographical area, we cook the cuisine that would be typical of that culture or time period. We have cooked our way across America and through ancient Greece and Rome. We have also cooked and explored our way through many different countries as we discovered how they celebrate Christmas. Right now we are enjoying Hebrew foods as my high school student is studying the ancient Hebrews and their religious feasts.

Something that I have done successfully for several years is cook for the freezer. There are many ways to go about this and I do them all, depending upon my schedule. The first way is to plan 2-3 days for menu planning, shopping and cooking. A few friends and I occasionally do this and have prepared as many as 20 meals per family in one day. This is great fun, but can be difficult to swing around the children and husbands. We usually cook on Saturday, so I take "orders" from my

friends as to what recipes they would like to have in their freezers. We also establish how much time we want to spend cooking. Then I take the recipes, calculate how many pounds of meat, cheese, bottles of this and cans of that it will take for all of us. The next day, I shop. Now, I am an old pro at shopping for the best deal. It is not at Sam's! I try to buy all of my meat on sale or prayerfully, at reduced prices. Yes, I do pray before I buy groceries! I am setting off for a grand expedition, trying to conquer rising grocery bills, and need the help and guidance of the Lord as I shop for the best deals. I generally have 3-4 coolers in the back of the suburban to keep my cold items on ice. I buy at salvage stores (some accept coupons as well) and at small off-brand stores. I buy what the major grocery chains have on sale and sometimes price match at WalMart.

All of the ladies bring their casserole dishes on our cooking day. I have come prepared with the plastic wrap, baggies and aluminum foil, and of course tons of food. Then the sparks start flying!! We have almost gotten it down to an art and can actually enjoy a time to sit down and enjoy a good lunch together.

Another way I cook for the freezer is to do things in batches. I may buy two roasts at a great price, put them in the crock-pot with a can of beef broth and a little garlic and let them cook all day or overnight. We eat one roast for dinner and the other goes in the freezer. How simple is that? I make large pots of vegetable soup, eat some and freeze the rest in baggies, The same with spaghetti sauce. What about chicken? Buy several packs of bone-in chicken breasts, rinse, put in the crock-pot with enough water to cover. Let them cook all night long then debone them. You have shredded or chopped chicken to use for enchiladas, stir-fry, tostados, chicken salad, casseroles, etc. Hamburger meat can also be cook in the crockpot. Just chop it up real well, let it cook for a few hours and you have meat for spaghetti sauce, tacos, casseroles, soup, etc. The possibilities are limitless! Freezing even works for baked goods like muffins, cakes, cookies, and breads, even biscuits.

Now that I have my menu planned based on the letter of the day or based on food from my freezer, I can train my children to actually get everything on the table. Label everything prepared for your freezer along with heating directions. All you then need to do is pull it out in the morning and let the older ones prepare it for dinner. Even 8-12 year olds can do toast, cereal, eggs, sandwiches, heat soup or fix a plate of leftovers for themselves and their younger siblings. Teach the older ones to make pancakes, muffins and biscuits the old-fashioned way, homemade! Don't think you are saving time or money by buying mixes. The nutritional quality is not the same, time really is not saved and don't we want our children to do things the best way, not the easiest? We do homeschool them after all. In our minds, it IS the best way, but definitely not the easiest.

Divide kitchen chores among the children. Three to four year olds can set the table (practice counting skills and critical thinking....if there are 7 in the family and dad is not here how many plates do we need?) Five to seven year olds can wipe the table and chairs down and sweep or vacuum. One child can wash, another dry, while another puts away. Paper plates can also be used to save time on those mornings when appointments or field trips call you away from your regular routine at home.

Some resources that I have used repeatedly over the years include Sue Gregg's Eating Better Cookbooks, Once-a-Month Cooking by Mimi Wilson and Mary Beth Lagerborg, Fix-It-and Forget-It Cookbook by Dawn J. Ranck and Phyllis Pellman Good and Make A Mix Cookbook by Karine Eliason, Nevad Harward, and Madeline Westover.

Another great resource that I have used with my daughters and a girls' club is Polished Cornerstones by Pam Forster of Doorposts. This wonderful resource is based on Proverbs 31 and is divided into sections with scripture and activities for daughters and moms to complete as they mature into Proverbs 31 women. Some of the sections and verses that deal with food are as follows:

A Thrifty Woman-"She is like the merchants' ships' she bringeth her food from afar" (Proverbs 31:14)

A Woman Who Uses Her Time Wisely

A Wise Manager

A Woman Who Feeds Her Family Well

An Organized Woman

"She riseth also while it is yet night, and giveth meat to her household, and a portion to her maidens" (Proverbs 31:15).

I hope these tips give inspiration and creative ideas as you minister to your family in the kitchen.

Anita Chamblee

KONOS rep-MS, AL and TN

THE DUGGAR HOUSE RULES

Posted in the Duggars' dining area:

Always use soft words, even when you don't feel well.

Always display kind actions, even if you have been mistreated.

Show joyful attitudes even when no one else is looking.

Have sincere motives with no thought of self-gain.

Think pure thoughts.

Always give a good report of others. Never talebear unless physical harm will come to someone. Use Matthew 18.

Never raise a hand to hit.

Never raise a foot to kick.

Never raise an object to throw.

Never raise a voice to yell.

Never raise an eye to scowl.

Use one toy/activity at a time.

Never let the sun go down on your wrath. (Don't go to bed angry or guilty.)

Amendment J.O.Y. – make serving your family a priority – put Jesus first, others second, yourself last.