“It’s not what I do that makes me tired, it’s what I don’t do.” — Donna Otto

[Malachi 3:6]

“Keeping a home of order is not for the sake of order. It’s for the sake of being more available to your family.” — Carol Drew

The key question in getting organized is “How can be more prepared for ....?”

Romans 12:2 (Amplified Bible): “Do not be conformed to this world (this age), [fashioned after and adapted to its external, superficial customs], but be transformed (changed) by the [entire] renewal of your mind [by its new ideals and its new attitude], so that you may prove [for yourselves] what is the good and acceptable and perfect will of God, even the thing which is good and acceptable and perfect [in His sight for you].”

[Donna Otto’s book, More Hours in My Day]

BASIC Home Management HOW TO’s:

- Everything has a place. Everything in its place.
- Every day STARTS the night before.
- Handle a paper ONCE.
- Getting organized: 3 bags or 3 spaces
  - Throw Away
  - Give Away
  - Put Away
- Colored File Folders
- Important Papers Family Notebook
- Baskets
- Central Home Management Area
Misc. Tips:

Lightening Round:

Kitchen

Bathroom

Any Bedroom

Kids Bedroom

Laundry Room

Family Room

Living Room

Pantry

Purse

Ephesians 5:15-17 (Amplified Bible) “Look carefully then how you walk! Live purposefully and worthily and accurately, not as the unwise and witless, but as wise (sensible, intelligent people), making the very most of the time [buying up each opportunity], because the days are evil. Therefore do not be vague and thoughtless and foolish, but understanding and firmly grasping what the will of the Lord is.”