



# **Routine Lists for Your Life**

Routines make things go faster,  
giving you more Time to enjoy your Life.

Eileen Roth

Everything in its Place (R)

# Disclaimer

I am not a financial person or legal person. No information in this document should be construed as financial or legal advice.

# Copyright Notice

This material is copyrighted.

This document is for personal use only.  
You may copy and customize the Checklists for your personal use only.

You **DO NOT** have the right to reprint, sell nor resell this document or the Checklists.

© Copyright 2020 Eileen Roth

# Routines

## What is a Routine?

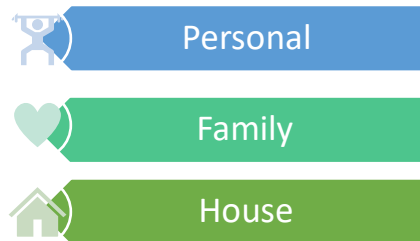
A Routine is a sequence of events that occur in the same order and usually at the same time of day. It's a system. The more that you perform the system, the more the system becomes a Routine.

When you establish Routines into your daily life, you do things faster. And the faster you can do things, the more time you can save.

When you have established Routines to the point that they seem like they are automatic, your subconscious has ingrained them in your brain and will help you to do them quickly and easily. At this point, your Routines become Habits. It can take up to 30 days to create a habit.

At home, saving time means you have more time to enjoy your life. The 3 Routine Checklists that accompany this document give you an idea of what routines you can create for your daily life to be easier, simpler and less stressed.

# Create Routines in these 3 Home Areas



**Personal Checklist:** Some Routines are personal. They are ones that you do. They may include some things for the whole family like grocery shopping, mail, filing papers and ordering RX.

**Family:** Most of the items on here revolve around children. Establishing Routines is important as these are tasks that need to be done, and you may be the one doing these tasks for the entire family, especially for young children.

On the **Family Checklist**, where it says Computer time you may have to set times for children to check email, social media, and play computer games -- especially if they share a computer.

**House:** Routines need to be done to take care of the house. These may be accomplished by different people, but Routines can still be established. You also may be the person to remind someone else that a Routine needs to happen – i.e. chores.

The 3 Routine Checklists are on separate Excel sheets so you can customize them for your own use. They will open in Google Sheets by uploading them. (*Google directions to do this.*)

# Morning and Evening Routines

Many people have Morning and Evening Routines – how they start and end their days.

You may have a Personal Morning Routine that might include things like getting up and going for a run, jog, or doing exercise. Other people start their days with meditating and still others prefer to write a few pages in a journal. And still others need to start their day taking care of a pet – who may even wake them to take care of the pet's needs.

Families often have to adjust their Morning Routine to revolve around children going to school during the school year and camps in the summertime.

Some people choose to get up earlier than their family to have their own Personal Routine before Family Routines for children begin.

Having an Evening Routine to end your day also helps. You may want to wind down before sleep with calming music, reading a book, or writing in a journal as to how your day went.

Families have routines to put children to bed at an earlier time than they go to bed, so they may have two separate Evening Routines – one for the kids and one for themselves when they retire later.

# Routine Ideas

You can establish routines for almost anything you do. Certain days can be set aside as grocery shopping day, laundry days, house cleaning days, meal planning day, etc.

## Errands

Combining errands saves time -- like dropping off the dry cleaning or picking up prescriptions while going to or from work. Or you could run all errands at one time. You can see how this will also save gas by making more than one trip at the same time instead of several trips.

## Buying Gas

While running low on gas in the car cannot be determined so that you could fill your tank routinely, you can make it a routine by always getting gas when you are going somewhere else -- whether it's shopping or going to doctor appointments or visiting friends.

My father taught me to always get gas when the tank dropped to the  $\frac{1}{4}$  full mark. That way I would never run out of gas. That changed during winter snow season to the  $\frac{1}{2}$  full mark in case you got stuck somewhere and needed to keep the car running to be warm. We also kept shovels and salt in the car as well as an emergency flashlight.

## Spare \$20

Another routine he instilled in us kids was to keep a \$20 dollar bill in our wallets in a separate place for emergency cash. After I spend it, it gets replaced as soon as possible, even if it means a trip to the bank.

*(Note: Do not keep the bill behind your driver's license so police do not think you are trying to bribe him/her.)*

## Coins

With people using charge cards to get reward points, change doesn't add up as often. However a fun routine is to put all your change into a large container or bottle. When the bottle is nearly full, take it to the bank and see how much you saved. Deposit it while you're at the bank or put it in a separate savings account for the holidays.

## Meds and Vitamins

If you take meds or vitamins daily, you can purchase a weekly pill container and fill it up every Sunday for the week ahead. This routine will save you sorting pills daily and you will be able to tell if you took your breakfast, lunch or dinner pills as that section of the container will either be full or empty. *(One less thing for your brain to remember!)*

Most pharmacies will now automatically refill your meds and contact your doctor when the prescription runs out if you give them permission. Let them do that routine for you; it will save you time. If your pharmacy has a drive-thru pickup, that also saves you time.

## Meal Routines

Some people plan their meals for the entire month – or at least their dinners. Others plan by the week and adjust their shopping list to get the items or ingredients they need. Some people choose certain days of the week to have the same type of meal – i.e. meat on Monday, pasta on Wednesday, fish on Friday, etc. This saves time when you create your grocery shopping list for the week and varies your meals.

When I was growing up, Sunday evening was either eat out or “breakfast for dinner” in our house so my Mother did not have to cook a full dinner once a week. Our dinners were always the same: salad, main course, veggies, and dessert was almost always canned fruit. Sometimes we had fresh fruit.

## Laundry

When you think about it, you can save time by doing your laundry all together so load number two is in the washer while load one is already in the dryer – saving you time. The more loads you can do in one session, the more time you can save. You can split laundry into two separate days – one for clothes and one for bedding and towels.

Don't forget to wash or dry clean coats, hats and gloves once in awhile! And stuffed animals can be washed to keep them fresh too.  
*(I use a mesh net laundry bag and cold water.)*

## Washing Floors

It took me several tries, and I still change it, but I now have a fairly set routine of what furniture gets moved where in order to wash the family room. It's very strategic so I don't have to move furniture too far.  
*(I've even taken pictures to remember the family room pattern because moving recliner couches, the cocktail table and the exercise bike are not light things!)*

I also move things every other time I wash the floor. The other time I just go around the large items.

Here's the pattern: I wash part of the family room (about half), then move to part of the living room while the family room dries. Next I go back to finish the family room and then finish the living room.

Then I move on to other rooms. The kitchen area is in front of the family room and is just a small path between the counter and the sink. So the kitchen path is always the last area washed after the entire house is done as I need to access the sink to keep changing the water.  
*(There is floor everywhere except for carpet in the master bedroom.)*



Look for patterns in washing the floor that allow you to keep moving so the floor is drying in one area while you wash another.

***This is just another routine!***

### **Artificial plants/trees**

**Test this first.** We have too many artificial trees and plants. Dusting every leaf on the trees would take “forever and a day.” So one year I decided to see if I could just use the hose. The hard part is getting all the pots outside and up the 3 concrete patio stairs. Then I line them up and just hose them down while I stand on a ladder to get to the top of the trees. It works. It’s become part of early spring cleaning for me, once a year before it’s too hot out here.

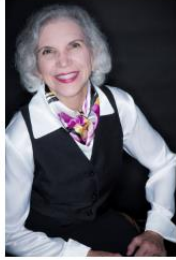
That’s it for personal routine ideas.

If you have some you want to chime in, let me know. And if you have any trouble customizing your list, contact me.

Send me an email: [eroth@eileenroth.com](mailto:eroth@eileenroth.com)

Please put Routine Checklists in the subject line, so I see it.

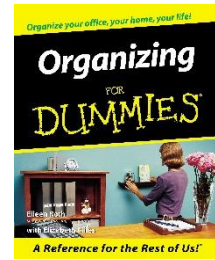
**Start your Routines today!**



# Eileen Roth

*Your Organizing Tour Guide*

## Everything in its Place®



As the author of *Organizing For Dummies*®, Eileen Roth demonstrates how to be more productive, reduce your stress, and save time and money. Eileen named her company Everything in its Place® because she truly believes that you can find a place for everything.

Eileen is a national speaker, trainer and productivity expert in the areas of:

Office Organization  
Time Management

Home Organization  
Student Organization

She helps people learn how to put everything in its P.L.A.C.E.™ This reduces stress and people find things WHEN they need them. In fact Eileen Roth's organizing principles are simple to remember, easy to implement, and maintenance is minutes a day to stay that way.

Eileen Roth's background stems from over 15 years in office and association administration. Clients include corporations, associations, and research facilities such as: Argonne National Labs, Northwest Airlines, the Paper Industry Manufacturer's Association, Wisconsin Bankers Association, ABA-New England and TAP Pharmaceuticals.

### *Major National Media*

Today Show  
Oprah  
Self  
Real Simple  
Reader's Digest  
Woman's Day  
Men's Health

### *Business Publications*

Fast Company  
Successful Meetings  
Event Solutions  
Office Pro  
ASTD's Training & Development (ATD)

Eileen Roth  
Everything in its Place®  
Scottsdale AZ

speaker@everythinginitsplace.net  
everythinginitsplace.net