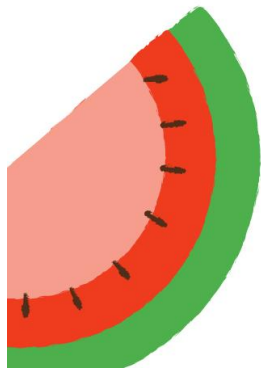# My Grocery List

## Template

**Eileen Roth**
**Everything in its Place®**

# My Grocery List - Directions

How many times have you gone to the store, and when you reached home realized there were several things, you forgot to buy? It's not just you; it happens to many people.

I created My Grocery List Template to make your grocery list easy to use.  With a pre-printed list that you highlight all week long, you are less likely to forget to buy something and it will prevent wasting time and gas on multiple trips.

## My Grocery List Template is really 2 lists:

**Sheet 1: Highlight a Pre-printed List          (350 items + blank spaces)**
Under each Category in Sheet 1, you will find items people often buy.  You can simply highlight the items you want to buy on your next shopping trip.

> *Note:*  Unlike most lists, My Grocery List separates Fruits and Vegetables into their 3 different sections – Cans/Jars, Fresh and Frozen.

The advantage of the pre-printed List is that you can easily skim a category to add items to your list, even if you're already in the grocery store!

**Sheet 2:  Write your own List with Categories only**
There are blank lines under each Category to write the specific items you want for that trip.  The Categories are the same as the ones on Sheet 1.

## Organizing Tips:

o   When an item is 2/3 empty like ketchup, or is expiring soon like milk, add it to your list now.  Then you will have your backup ready to go before you run out.

o   When you plan weekly meals, add items to your grocery list at the same time.

o   For items that don't spoil quickly, buy in bulk to save money.

o   Shop the same day each week, avoiding Sunday nights when the store has less items before their Monday deliveries.

## How to Use

1.  Print the list that you want to use:
    Sheet 1 (pre-printed items)  or
    Sheet 2 (categories only).

    Just click on Sheet 2 on the left-hand side of the bottom of the page to get the template with Categories and blank lines to fill in yourself.

    **Print t**he list and post it on the refrigerator with a magnet, or place it in an easy to reach place in the kitchen, like a bulletin board, so everyone in the family can add to the list.

    As you think of things, add to the list.

    **Sheet 1**:
    **Highlight t**he items you want or need to buy.
    You may want to use a **different color highlighter for children** so you know what they want vs. what you need. It's a great way to realize your child is tired of Cheerios and would rather have Frosted Flakes or Raisin Bran.

    **Sheet 2:**
    **List** the items you want or need.
    You may want to have **children write in a different color**, but you will know from the handwriting that you didn't add it.

    You can easily type on the lines provided, but don't forget to make a copy of the template first so you have the blank lines for next time.

    # WARNING:
    # MAKE A DIGITAL COPY FIRST
    # – and RENAME IT

2.  Take the list with you to the grocery store.  After you have all the items in that row inside your shopping cart, check the box in that row.

3.  Post a new list when you come home for the next shopping trip.

## Customize your List

Go to the end if you are not familiar with spreadsheets and want me to do it for you.

**IMPORTANT:**
1. **Save** the My Grocery List Template (97-2003.xlt) **as a NEW FILE NAME**
   **before making changes.**

Change the name.   i.e  **Grocery List**   **or**   **Weekly Grocery List.**
Save as a regular spreadsheet (.xls) vs. the original is a template. (.xlt)

File > Save As > Excel workbook  .xls or.xlsx        AND
Rename as "My Grocery List" or Weekly Grocery List
(vs. My Grocery List Template)

> Do NOT type in the Grocery List Template (.xlt)
> document **unless:**
>
> You want to make a **permanent change** to the original +
> you are familiar with spreadsheets.
> This protects the Grocery List Template as your original template.

2. **Add an item on Sheet 1**
   Any item in Sheet 1 can easily be removed or replaced.
   Just delete an item and type in the same line or add an item on the blank line.
    *(see delete blank lines below)*

   **Hyphens**: Hyphens separate items within a line
   To conserve space in lines with long item names,
   there are no spaces between an item name and the hyphen.

   **Font:**   Most items are typed in font **Arial 9** with hyphens between items.
   To fit longer words into tight lines, the items are **sometimes reduced to Arial 8.**

   **Colons:** Subgroups are followed by colons and are typed in Arial 9
           Sub-items are in Arial 8 only when space is needed.
                *(see Bags under House)*

**Delete the blank line in an empty space:**
To delete the blank line in a column, go to the
Font > Border section in Excel and choose No Border.

The border section looks like a square icon with 4 squares inside it.
To add a blank line in a column, go to
Font > Border section and choose Bottom Border to make the underline.

## Add new Categories or add more Lines to Categories

Category names are typed in the same narrow column as the square blocks (A,C,F,H)
but without a square block, in **purple** and Arial Black.

In some categories there are 2 separate headings with one over a
second column in that section *(see Breakfast / Frozen Breakfast)*.

There is no fill color behind Category names.
 Make the fill color = No Fill (white).

Add or delete lines from a Category if you want more or less lines, and then
move the rest of that side.  So you can move b and d together **OR** g and i together
but not all four at the same time.
Never insert or delete a ROW -  each side is different.

To add green fill color:  RGB =  R221   G247   B221

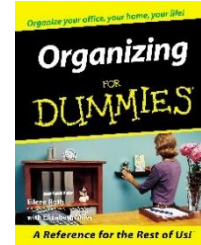## Not Comfortable to make the changes yourself?

*If you are not comfortable with spreadsheets and want to customize your list,*
*contact me and I will do it for a small fee depending on how much you want to customize.*

*Contact me:*  eroth@eileenroth.com

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

|  |  |
|---|---|
| Office Organization | Home Organization |
| Time Management | 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.  Her 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.

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