

This is Part 2 of the daily message from The Organizer Lady, part of the total Messies Anonymous program founded in 1981 by Sandra Felton, The Organizer Lady® You will receive one message each day and this one once a week. This checklist will help you with your daily routine.

How to use this message: Start with #1, Make a Successful Take-off and #9, Make a Smooth Landing. Then add other activities as you progress. See the bottom of the page for more help on how to best use these reminders.

THE DAILY REMINDERS - Contents of this message

1. Make a Successful Take-off
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10. Final words to be read occasionally
 How to Make a To-Do List Book,
 How to Use This List
 plus more information.

THE DAILY REMINDERS

1. Make a Successful Take-Off. A good take-off sets the tone of the day.

WAKE UP - set a time

JUMP UP - don't lie abed, there's a wonderful world waiting

MAKE UP - the bed immediately, automatically

EAT UP - something nutritious

WASH UP - bathe body or wash face

BRUSH UP - take care of your teeth

DRESS UP - Completely from head to toe including hair, shoes, and make-up of some kind on your face

LOOK UP - Somewhere during the day you need to turn your heart upward to God. It is a good way to start the day.

START UP - Take a few minutes to prepare for tomorrow's launch by making lunches, putting materials by the door, etc.

Add any other ideas you may need.

2. Look Over Today's To-Do List

The To-Do list is your daily memory. Write each thing you say to yourself, "I should remember to..."

Make a To-Do List Book. This book substitutes for your memory. Put down the things you need to remember to do. Don't worry about making a new one each day. Use one page until it gets crowded and then start a new one. Leave the old page in the book as a record. See #10 Final Words for instructions on how to make a To-Do List Book.

Put an * beside the most important tasks you plan to do today.

3. Remind Your Family...daily!

Share your game plan for the remainder of the day with your family members.

Today's family game plan focus is_____.

(See Part 1 of the newsletter for daily suggestions)

4. Do Something Good for Yourself

You are the linchpin that holds your household together. You have got to take good care of yourself. What is something special you can do for yourself? Choose one of these or one of your own making. Suggestions: use your favorite perfume, put on lipstick, wear jewelry, buy a new lipstick, foundation, compact, brush or whatever you need, fix your hair in a different way, upgrade your dressing, soak in a long bath, clean your dresser top, light a candle, put a sachet in your lingerie drawer. Any thing you choose.

Honor your needs for drinking enough water, taking time to go to the bathroom, getting enough rest, and not over scheduling.

5. Follow Your De-junking Plan

When you feel you are ready for it, do some of the Mt. Vernon or Mt. Vesuvius method. This is explained on the *How to Begin* page of www.messies.com. Try to do at least an hour five days a week. While the Mt. Vernon or Mt. Vesuvius are recommended, you may wish to substitute another de-junking plan.

6. Do Daily Duties

Choose four or five MUST-DO'S to be done daily. Select activities like:
Empty the dishwasher soon after it is finished running
Wash, dry, fold, and put away a load of clothes
Plan meals, especially the evening meal, in the morning

7. Focus on Your Goal

Take a moment to remember your dream for your home by one of the following:
Closing your eyes, breathing deeply and envisioning your goal.
Looking at a picture you have posted which represents your dream.
Listening to Create your Dream and Live It visualization CD. (Available from M.A. on the *Books by Sandra* page of www.messies.com.)

8. Maintain Inspiration Points

Right now, go shine your inspiration point. Choose one place in your house you keep beautiful and sparkling at all times. It may be your bedside table, kitchen sink and counter, your coffee table, dining room table or place of your choice.

9. Make A Smooth Landing

After you EAT UP...you did have your meal planned ahead?
CLEAN UP - this is a family thing, everybody sticks until the kitchen is completely done. You may need to work into this. Start this habit slowly.

Straighten up for 10 minutes. Do what one children's show calls THE TEN MINUTE TIDY. Include your family. Set the timer and all rush around tidying for ten minutes. This will work miracles.

10. Final Words

These are enough daily suggestions to start with. The Successful Take-off and Smooth Landing are the most important parts of your day. Begin the new habit and start on inspiration points as you can.

"You alone can do it, but you can't do it alone."

P.S. **Go slowly.** Don't scare yourself or your family with a huge change you can't maintain.



Our logo is a nest-building bird. Our job is to build the most comfortable, safest, strongest, best nest within our abilities for ourselves and our families. That is what this program is all about.

DIRECTIONS ON HOW TO MAKE A TO-DO LIST BOOK

A little list on a small slip will not do. They get lost and they are uninspiring. Make a larger TO-DO list and put it in a book. Print a copy for yourself from http://messies.com/get_started/helpful_hints/divided_todo_list/

1. Fold a letter-sized piece of paper into four equal blocks.
2. Label the blocks with the location where you are going to do the activity.
Do at Home (chores to do)
Write
On the Go (errands, shop)
Call (Calls to make)
3. Punch holes in the paper and store your to-do lists in a notebook which has a clear plastic cover in which you insert a title such as CATHY'S TO-DO LIST.
4. Beside each entry, place a small box to be checked off when you have completed the task.

NOTE: The idea of the four boxes was first shared with me by professional organizer, Marsha Sims (<http://www.sortitout.net/>)

Here's more ideas on how to use this message. At first you may only be able to do the TAKE OFF and LANDING and maybe one other step. You may wish to work with this reminder list directly from the computer by copying it to another document and preparing your daily schedule by deleting immediately those things you don't plan to do today. Then, continue to delete each part from your document as you do it.

Or you may wish to print off the program, hang it where you can see it. Mark off each job as you complete it. At the end of the day, throw away the paper whether you have completed it or not. Resist the temptation to save what you haven't done and try to catch up tomorrow. (As an alternative, you can put it into a plastic sheet and mark of with a non-permanent markers.)