

Workbook Section - Class 2

Class 1 Coursework Reminders & Consistency Practices

■ Record any Wise Moms Foundation Introduction tutorial strategies to continue:

■ Set up reminders to keep consistent with your Radical Self-Care Plan.

■ Make a note of any Class 1 content to read, watch, or revisit in the next 2 weeks:

■ Remember to add to your list of experiences for using FoRTe: The Forgive, Release, Transmute Process. (After doing the full process for 1-6 experiences, the short version can be used quickly for memories that feel restricting but not oppressive.)

As you work through the course, it is helpful to do three things:

- Make use of community support (details for possible ways to do that in this class.)
- Set up a schedule for completing all the classes.
- Do a thoughtful prioritizing practice at the start of each new class.

This page is designed to help you with that last strategy. Before you move on, consider carefully what is serving you well and set up ways to keep those actions going. Use calendars, visual reminders (more on that in Classes 2 & 3), or any system you like.

Make a plan to complete the course here:

Complete Class 1: date _____

Complete Class 2: date _____

Complete Class 3: date _____

Complete Class 4: date _____

If your bonuses give you live support, or if Souzzann is taking a group through the classes with online support, do your best to follow that schedule. You can always go through a 2nd time and revisit any content or exercises you need more time to digest fully. After one full completion of the entire course, consider revisiting content you need once a year.

CLASS 2 - CLASS OVERVIEW

Your Mothering Wings: Superpowers & More Support

Easing Into the Laws, Law 3 introduction & Law 4

Superpower 1: “Fill the Pantry”

Support System 2: Community of Mindful Moms

Support System 3: Tools of Transformation - Feminine Key to Change: Movement

Spiritual Law of Mindfulness (Vibration, Receiving)

Making Your Environment Do the Work For You

1 Core Paradigm Video

2 Core Exercise Videos

(Additional videos may be added as needed.)

1 Audio (Exercise 1: Self-Hypnosis for Relaxation and Calmness)

6 Exercises

Support Systems #2 & #3

Superpower #1

Videos

#1 - Movements Introduction & Instruction - 11 minutes

#2 - Mindfulness, Law 4 - about 16 minutes

#3 - Your Mothering Wings: Support Systems & Superpowers - 18 minutes

(Will be added to Class 2 videos week of July 25th)

Audio

Exercise 2: Self-Hypnosis for Relaxation and Calmness

Exercises

#1 - Mindfulness Movements

#2 - Self-Hypnosis for Relaxation & Calm

#3 - Law of Mindfulness - Core Exercise

#4 - Delegate the Work - to Your House!

#5 - Fill The Pantry Strategies Planning

#6 - Engage with Community of Mindful Moms & The NAG Protocol

MINDFUL MOVEMENTS - FEMININE POWERHOUSE

The core of this course is to create changes in the way you perceive the world and shape your experience of it through your inner world. You will learn essential truths about the nature of circumstances and your power to shape them. This is especially focused on how your thoughts about your children, and any images or memories of them you hold in your mind, radically shift your relationship with them.

One of your most powerful allies, an extraordinary tool of transformation, is movement. To internalize and act from a new mindset, paradigm, or worldview, you must first jog loose the beliefs you have formed over your lifetime. Sitting still, slumping, and fidgeting are movements that keep us settled into old, unexamined thought patterns. Simply standing up and stretching will make it hard to stay stuck in a nonproductive thought-loop.

If you then make use of ancient and modern knowledge of the specific effects of particular movements on learning, emotions, and brain function, you take this tool to a whole new level of serving your transformation. If you are going to mother from your wisdom, and not from your wounds, you must have ways to move out of those old patterns. The movements in this class help you do that quite literally.

Energetic techniques such as Callahan Tapping (also known as “tapping”, EFT or Emotional Freedom Technique) can also be very beneficial in making internal changes. The Goodhearted Points we use with FoRTe are an energetic assist to that process and so are the Balanced Flow Acu-Points. Please use these techniques, as well as visualization, journaling, affirmations, prayer, and any other practices you have found help you shift to a better state or mindset and to maintain a resourceful outlook.

At the same time, remember to use movement for what will frequently create both the quickest and most lasting shifts. The quick movements in the second half of the Movements video can help you get into a resourceful state in a very short time. They can be used as both regular practices and in the moment tweaks of your presence to get you back on track. Time-tested regular movement practices are one of the most powerful forms of radical self-care you can practice. If at all possible, either immediately or by the second or third upgrade of your Radical Self-Care plan, please include one of these practices:

- Walking (Running is an excellent cross-pattern movement, but only if you enjoy it.)
- Yoga
- T'ai Chi
- Qigong
- Dance

MINDFULNESS, LAW 4

Other terms:

Vibration - Related to Law of Attraction

Receiving

Nothing rests; everything moves, vibrates

Community & Environment

To deserve something, you must only be able to detect it and appreciate it.

Souzzann Zink

Million dollar ideas are in resonance with million dollar vibrations.

Gerry Robert.

We are continually drawing into life what we give and expect. . . You can only get what you can conceive, understand. You can get only the equivalent to what you give.

Raymond Holliwell

If one advances confidently in the direction of his dreams, and endeavors to live the life which he has imagined, he will meet with success unexpected in common hours.

Henry David Thoreau

When you take Radical Responsibility for your current experience, you set yourself up to be able to have a new level of awareness. If you have consciously chosen your desires, and you confidently expect them to become reality, you are then ready to take inspired action. Unflinching honesty, sometimes gained with the help of trusted friends reflecting what we cannot see, sets us up to notice the next step to move us from where we are to where we want to be. Mindfulness empowers us to regularly:

- Focus on what we want to create in our lives and with our children.
- Take responsibility for our current experience with complete honesty.
- Notice the opportunities that are drawn into our awareness and act upon them.

When we take responsibility for our reality, we also take back our power. We can confidently choose based on the desires of our hearts. This allows us to also confidently reject experiences that don't serve us or our families. This is the foundation of routinely saying a kind, definite, "no" to any experience that is out of harmony with our vision of our lives - and to model this essential skill for our children.

If your relationship with someone is not respectful, and you have made efforts to set boundaries and move toward more respect without good results, you may need to withdraw association. There is never a need to withdraw love, just from regular influence of that person in your environment - on you and your kids.

Choose what you will model and expect in your home.

Look for evidence of these qualities and you will notice them increasing - in your awareness, in yourself, and in the experiences you draw into your life.

Giving • Loving • Helpful • Generous

Influences to model and draw to you and your family

With your kids create:

- An environment of kindness
- An expectation of kindness

Your children, especially before age 8, have very malleable minds. Maria Montessori called the period from birth to age 6 the time of “The Absorbent Mind.” Your influence on your children’s reality is huge during these years. It is only by mindful choice that you can wisely shape this influence. Though you must be respectful of their right to express their own identities and exercise their free will, they need an environment to give them a pattern of respectful, responsible, loving adult behavior. Part of modeling this ideal is giving them the example of focusing on:

- Desired results
- Life purpose
- Seeing the good

You get what you expect.

Respect, Leadership & Helpfulness

Independent • Generous • Well-organized

Graciousness • Confidence • Commitment • Receptivity

Aspiring • Constructive • Harmonious

Inspired Action • Conscious Creation

10 KEYS TO MAKING YOUR HOUSE DO THE MOTHERING FOR YOU

(And help your kids become more independent)

1. Music for mood

Use the music you play in your home to set or shift the mood. Bring the energy up for times to clean up or get ready to go and settle it down at bedtime or when you need more calm. (Remember, some children will be distracted by any music.)

2. Me space for mom

Have a table, desk, chair, bed or other place that is mom's *Me Space*. If she is there, anyone needs to ask permission before interrupting her - and also knows to ask a sibling or dad for help first.

3. Transition tubs or totes

Have plastic tub, cardboard tote, or basket for kids to use to regroup at the end of a day at school or camp. Backpacks get emptied into it and everything gets reorganized before dinner time to be ready for the next day. (For littles, have them throw things away only with help.) A snack bag can be waiting for them there (or in the fridge, labeled with their names) so they can manage this transition themselves.

4. Scale down, streamline & simplify

Not a new idea, but it's so key to your house serving you that it's worth repeating. Clear your space. Cull out everything you don't need - or use the KonMari approach and dump everything that does not bring you joy when you hold it in your hand.

5. Make every item pass the 3-Part "Worth it?" test

Before you purchase anything, or give a gift a place in your home, make sure you honestly answer 'yes' to each of these questions. Is it worth: the money? the storage space? the upkeep time? Once you've done # 4, you can just ask, 'does it bring me joy?' (After thanking the giver, it is perfectly OK to put gifts straight into the *donate* box if you don't want them. A gift is supposed to bring joy. Send it where it will.)

6. Box up, label & rotate toys and more

Box up and label about 1/3 - 2/3 of your children's toys. (Do the same with art supplies, seasonal items, and anything you can't bear to give away but know you don't really want to keep.) Every month or two, rotate out about 1/3 of the toys and rotate in 1/3 from storage. Surprise! It's like a ton of new toys suddenly show up! Imagine how much more they will engage your kids. The independent play time you gain will be well worth the time it took to get this system up and going.

7. Use shelves and containers to make kids able to keep toys tidy

Toy boxes are impossible to keep tidy (unless they are just filled with one kind of toy - all stuffed animals, all balls). Use low shelves and tubs, baskets or other containers to allow kids to find, clean up, and keep tidy all their own toys.



8. Cut cleaning time and clutter with doors, dust covers & hooks

Can you store it in a cabinet or on a shelf with a door or put a dust cover over it (appliances that won't fit in a cabinet, sewing machine, seldom used office machines)? Can you hang it on a hook? Anytime you can, you cut down dusting and often make it easier to find things and to put them away where they belong.

9. Use timers to manage screen-time and for handy reminders.

Use apps that let you set timers to turn off electronic devices automatically. Let the device set the boundary so you don't have to. Use timer apps on tablets or phones to give reminders of get-ready-for-bed time, 10 minutes until dinner, time to go, etc.

10. Use visual reminders - to remind, remember & mark boundaries.

Here are just a few options:

- ❖ Labels to show where things belong
- ❖ Standards for what passes for clean & step-by-step lists for cleaning jobs
- ❖ Schedules
- ❖ Calendar
- ❖ Table manners tent card on the table
- ❖ Grace & Courtesy cards (Two minute respect lessons. You can get a free set [here](#).)
- ❖ Transition times checklists (*Done Before School, Done Before Dinner, After a Bath*)
- ❖ Master shopping list - Post on the fridge for everyone to mark needed items. If you only have to make a checkmark by the item, people are more likely to do it.
- ❖ Agenda book for *Family Meeting* issues - All family members jot down plans & schemes as well as challenges and problems to solve in future meetings.
- ❖ *Closed* signs - Post in the kitchen at 8 pm, put on computers or T.V.s (Use humor and put one on the door of a bathroom that the Health Department might shut down or a garage full of toys that is dangerous to walk through 😊.)

A HOME THAT SERVES YOUR FAMILY

Not a home you have to serve

Here are a few more suggestions to set up your home environment to allow you children to be as independent, self-managed, and helpful as possible in keeping things neat, clean, and cozy. The last section is about strategies to cut down on work for you and all family members through thoughtful decor design, structure, and policies.

Arrange the environment so they can make more of a contribution. Do all you can to set things up so their special spaces can be maintained by the children themselves.

- Own room
- Play spaces inside & outside
- Own, low table

Set up closets and drawers so clothes are organized in a ways that the child can:

- Get them out and put them on
- Put them away
- Put them in the laundry

Set up the space, with their help, and show them what to do.

Present:

- Where things go, how to maintain the space
- Special skills - button hole trick, starting a zipper

All that you show them how to master are things you no longer have to do.

Set up a system based on mutual respect.

Young ones - set high standards. (They often want to model you and do it just like you do.)

Older children - collaborate on standards.

Example: Rather than a complete One-Star cleaning, closing the door was fine on all but job day - as long as laundry was up & no trash/food were left laying around.

Job Cards

Use jobs cards, such as the example with the All Star Clean Rooms article, to make it easier.

When you take good care of things, you tend to appreciate them.

Look for policies and renovation choices that make your house require less/easier cleaning.

Seal concrete.

Have a “No shoes inside” policy.

Have beds with a bottom sheet and comforter only (washable cover).

Label all storage boxes.

Use removable, washable slipcovers.

Color code to show where things belong.

Choose carefully: pets and plants.

YOUR MOTHERING WINGS: Support Systems & Superpowers

• *Superpowers:*

Tools of mindful mothering, powerful ways to shift from reflexive responses to loving actions

• *Support Systems:*

Sources of support you rely on ~ people, practices, environments, The Divine ~ so you can relax and give your best

When we set up and use our support systems, we graciously participate in the essential complementary energy flow to all the giving we do with our families ~ receiving.

Superpower 1: "Fill the Pantry" Strategies

Fill the Pantry through:

- Radical Self-care
- Mindful Practices
- Systems built by Reflection & Planning

Mindful Practices

- Choose, filter & reframe your thoughts
- Feel emotions & desires fully
- Select emotions to foster

Reflect & plan ~ build effective systems

- Routines
- Environment Tweaks
- Habits

Key to creating small, steady, consistent improvements.

Support System 1: Radical Self-care - Include care of your Spirit

As you are discovering and relying on your Support Systems, remember to include any Higher Power (or deeper aspect of yourself) that you believe supports and blesses you. Whether you ask: God, Source, Spirit, The Divine, Guardian Angels, Guides, Goddess or your Subconscious Mind or Soul for help - ask for help. It will come.

If calling on this support is new for you, or if you have concerns about inviting unseen support, you may want to use a beautiful protocol from Alana Fairchild. If you feel support or sense communication from an unseen ally, you can check the trustworthiness of accepting that support by asking a simple question three times:

Do you love me unconditionally?

If you receive a solid “yes”, and it is confirmed by a relaxed open feeling in your body, trust the intuition or support. You have power to call on that will make things easier - and will be essential if you truly choose to chart a new, radically loving path of mothering.

Practices to call on this support are a wonderful addition to your Radical Self-Care routines. Meditation, prayer, silence practices, contemplative reading of spiritual texts, and simply asking for help are all good options.

Support System 2: Community of Mindful Moms

On page 14, you’ll find starting guidelines for setting up and taking advantage of this important support system. This includes a way to keep a high standard for connection in all your relationships. This is an experiential introduction to The Law of Appreciation (touched on only briefly in this course in this class and Class 3.)

Collaboration Key - The NAG (or no nag 😊) protocol (see Exercise 6B - The NAG Protocol)

Support System 3: Tools of Transformation

Feminine Key to Change: Movement

This course is different from other courses on Spiritual Laws and the mindset of attracting what you choose into your life. Rather than just “understand” it, we *move* into deep internalization. It makes all the difference to own these changes - and make them stick.

In the Moment practices:

- Physically land - settle your energy at your hips, feet.
- Breathe fully.
- Relax - let go of any clenching (jaw, hands, neck, hips).
- Let your spine and gravity hold you up.

Fill the Pantry practices: Traditional practices: yoga, t'ai chi, qigong, walking, dance

CLASS 2, EXERCISE 1 - MINDFULNESS MOVEMENTS

Practice the movements a few times with the video until you feel comfortable with them. About a week later, check yourself by doing them with the video once more to refine your technique and make sure you are doing them correctly. Do them with your kids!

Mark them off when you have learned them and then after reviewing them:

- Goodheart Points
- Neck Releases with Infinity Arcs ∞
- Visual Infinity Arcs ∞
- Infinity Arcs ∞ ~ Joints (wrists, elbows, shoulders, ankles, knees)
- Wrist Release
- Balanced Flow Acu-Points (do before Lateral Landing Movements)
- Lateral Landing Movements

Make a plan to use the movements on a regular basis:

Transition or Study Time to Do Movements

Movements _____

Frequency or time _____ Situation _____

Transition or Study Time to Do Movements

Movements _____

Frequency or time _____ Situation _____

CLASS 2, EXERCISE 2 - SELF-HYPNOSIS FOR RELAXATION & CALM

Schedule about 25 minutes to take a deeply relaxing rejuvenation break. Remember, to shift your mindsets, you must let go of the old ones. Relaxing your mind and your body will help you do this at a deeper level. Download the recording to your phone or other portable device with headphones. Find a comfortable spot where you can lie down undisturbed for the full 22 minutes. (If you are interrupted, you will be fully awake and ready to respond, but you'll get the most out of it if you can enjoy the full session without being disturbed.)

CLASS 2, EXERCISE 3 - DELEGATE THE WORK - TO YOUR HOUSE!

The key to making the most of all the suggestion in this program is to do a little at a time - and keep doing that over time. Remember that as you do your reading and plans.

- Read: 10 Keys to Making Your House Do the Mothering for You
- Read: A Home that Serves Your Family
- Review the All Star Clean Rooms article and job cards

Make a plan to use the movements on a regular basis:

Choose one 10 Keys strategy from the first 9 to do this week:

Strategy _____

Date to do set up/prep _____ Date to present to family _____

Choose one Visual Reminder strategy from #10 to do this week:

Strategy _____

Date to do set up/prep _____ Date to present to family _____

Date to choose and implement a new strategy (1-3 weeks from now)

CLASS 2, EXERCISE 4 - LAW OF MINDFULNESS - CORE EXERCISE

Allow at least an hour, preferably after some really relaxing or pleasurable radical self-care time, to complete this exercise. These first intentions and declarations of values will serve you throughout the rest of this class and your time of active mothering - and beyond. Take the time to do this mindfully.

Follow the instructions on the Worksheet: Law of Mindfulness - Core Exercise. You may write out your responses by hand on the sheet or in your journal, or type them into a document on your computer. To mother from our wisdom, we must claim our wisdom space and have reminders to help bring us back there when we stray.

CLASS 2, EXERCISE 5 - FILL THE PANTRY STRATEGIES PLANNING

So much of our time mothering our children is spent in things that will have to be done all over again tomorrow - or in an hour or a few for infants. Especially for women who are committed to pursue big dreams out in the world, including during their active mothering years, this can be discouraging or, at least, unsatisfying. People who like to build things enjoy lasting results from the work they put in on a project. Fill the Pantry mothering strategies provide that. These projects and practices fill the pantry so that the in the moment mothering tasks become: easier, fewer, more joy and less drudgery - or all three!

Plans, including adjustments to the environment, do need to be revisited, evaluated, and tweaked - but tweaking is much easier than building, so there is still a lot satisfaction and leverage in these even while they are “in process.” Though they must be done more often, Radical Self-care and Mindfulness Practices quickly become habits you can tell improve your state and ability to be fully present with your kids. For this reason, they also “fill the pantry.”

Fill the Pantry through:

- Radical Self-care
 - Mindful Practices
 - Systems built by Reflection & Planning
- Mindful Practices - Exercise #4 (above) &
- Choose, filter & reframe your thoughts
 - Feel emotions & desires fully
 - Select emotions to foster

Reflect & Plan - Build effective systems

- Routines (daily, weekly, monthly, special times or places)
- Environment Tweaks
- Habits (rituals, respectful language & nonverbal communication, problem solving)

Choose one Mindful Practice to do this week:

Practice _____

Date to do set up/prep _____ Date to complete (may be same) _____

Choose one Reflect & Plan strategy to do this week:

Strategy _____

Date to do set up/prep _____ Date to present to family _____

Date to tweak and/or add new strategy/practice (1-3 weeks from now)

CLASS 2, EXERCISE 6A - ENGAGE WITH COMMUNITY OF MINDFUL MOMS

If at all possible, choose a community of moms with values that align closely with yours and, ideally, who are as committed to living those values as you are. Online communities can be great. We encourage you to join and participate in our [Mom UP group](#) on Facebook if you use that platform. (Living your values tip: If you find yourself distracted by your newsfeed, there are actually ways to turn it off.) Even if you leave it on, you can choose to go straight to our group when you come on to Facebook - as well as to our [Souzzann Zink, Mothering Mentor](#) page that will give you short, Mothering Minutes and Mothering Moments boosts to keep you on track day-to-day.

If you can, actively seek out local like-minded moms as well. Creative dance classes, mindful or conscious parenting Meetups, and possibly your local yoga studio are places to start. You may also find you are able to connect online with moms in your area and then make plans to get together. If possible, have movement be part of your time together. You'll get to enjoy the movement and energetic exchange you need and reduce the friction that sometimes comes with feminine relationships. Moving together creates a collaborative coming together that can heal or prevent: competitiveness, jealousy and cattiness. This will make your journey so much easier and joyful!

CLASS 2, EXERCISE 6B - THE NAG PROTOCOL (INCLUDES APPRECIATION INTRODUCTION)

Use a (slightly tongue in cheek) way to improve all relationships - a (no) nagging strategy. An essential Key to Collaboration - Practice:

The NAG protocol:

Notice

Ask

GratITUDE

Notice: whose goal, problem or community is it?

Ask: all to participate

Gratitude: Express appreciation for all contributions

Essential in order to take Radical Responsibility:

- Claim your power
- Model wise use of power
- Take 100% responsibility in your relationships

Class 2 Study & Exercises

- Complete any carryover work from Class 1
- Make a plan to complete the course (page 1, this Class 2 Workbook Section)
- Review your Workbook Section for Class 2
- View the Videos for Class 2

Complete the Exercises

- #1 - Mindfulness Movements
 - #2 - Self-Hypnosis for Relaxation & Calm
 - #3 - Delegate the Work - to Your House!
 - #4 - Law of Mindfulness - Core Exercise
 - #5 - Fill The Pantry Strategies Planning
 - #6A - Engage with Community of Mindful Moms
 - #6B - Practice the NAG Protocol at least once with your kids and once with an adult
- Do any community contributions, emails, or other assignments from course bonuses.
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WORKSHEET: LAW OF MINDFULNESS - CORE EXERCISE

CLASS 2, EXERCISE 4

Choose the person you will be, the aspects of life you will give attention and energy, and the reality you choose to create for yourself and your family.

Choose words that describe what you want to be, do, and have in your life. Take a blank document or scrap paper and label it with the categories below. Write as many words as you like and then narrow them down to the core focus of the life you want. (You can keep the bigger list, but prioritize the essentials here.)

The feeling I want in my home:

_____	_____	_____
_____	_____	_____

Strengths I will focus on in my family:

_____	_____	_____
_____	_____	_____
_____	_____	_____

The person I choose to be:

Attributes

Feelings

Gifts to Give

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

One of the best ways to help your children succeed at complex but repetitive tasks is to provide visual cues that remind them of all the steps. Think of these as “recipe cards” for day-to-day tasks. The example provided in this class is for cleaning their own rooms. The sample is one we used for over 10 years with my sons.

We had 5 levels of “clean room”: 1 Star through 5 Stars. One-Star cleaning was required everyday before dinner - unless they closed their door and kept it closed. This was a privilege they could use after they were consistent in keeping their rooms clean and as they got busier with after school activities.

Two-Star cleaning was a compromise level. If they had an extra busy week, they could get permission to just do a Two-Star job once a week. Usually, once a week on job day, they were expected to do a Three-Star cleaning before dinner.

Four-Star cleaning was done monthly on the first job day of each month and Five-Star cleaning was done twice a year: once over winter break and once in the summer. My sons often resisted this big job but, after they had done it just a couple of times, I always had a great response. Without fail, they always found at least one thing they thought was gone forever - or that they forgot they even had - that was a wonderful surprise. I'd remind them of that as we started. These surprises usually helped keep the momentum up, but that level of cleaning did require support from me for a couple of years. All the other levels were mastered within a few months with boys who were 4 and 7 when we started this system. (Obviously, it took a bit more coaching with the 4 year-old - but a lot of that ended up coming from his older brother.) This is one of those Fill the Pantry strategies - put the work in up front and you save many times that much while guiding your kids toward competence and independence. The card definitely cut down on training time as well. (The “save” pile was a very small number of things to keep but not use now (ribbons, collectible comic books, very special books). They each had one bankers box in the storeroom and these few things went there.)

The card you see here is a slight variation on the 3rd or 4th version we used. Little compromises like the two-star level, getting to close the door and skip even a full one-star clean, and the “stuff bin” came from feedback from my sons. The stuff bin was a plastic dish tub that could be used to make daily clean up quicker. Rather than putting everything where it belonged, small items could be “stuffed” in the bin until the more thorough cleaning on job day. Since I now recommend children clean with damp microfiber cleaning cloths or mitts (cloths sewn into square mitts that fit on their hands), I did change some tasks to reflect that. This is a great way to minimize their exposure to chemicals, be environmentally responsible, and still do very effective cleaning.

I printed the 5 Levels of Cleaning on one side of a piece of card stock and the steps for Five-Star cleaning on the other side and had them laminated with heavy lamination film. I still have one we used. 😊 We used Vis a Vis wet erase markers for the boys to mark off each step when they did a Five-Star cleaning.

STANDARDS FOR ROOM CLEANING

- ★ Clear the floor (under the bed and closet floor too.)
Make bed.
Pick up all trash and put it in the trash can.
Close all drawers and closets (tuck items inside).

- ★ ★ Do all the above plus:
Clear all surfaces - dresser, desk, tables, etc.
Empty trash can.
Make sure items are where they belong.
Items may be tucked in stuff bin except:
 clothes, trash & books

- ★ ★ ★ Do all the above plus:
Clean all surfaces: dust or wipe with damp cleaning cloth.
Vacuum carpet.
Put all items in the stuff bin away where they belong.

- ★ ★ ★ ★ Do all the above plus:
Clean out closets, drawers and bins:
 1. Empty, one at a time.
 2. Clean - dust or wipe with damp cleaning cloth.
 3. Put everything back in an orderly way.Clean fingerprints off walls, light switches, etc.
Clean up walls: posters orderly, no blobs of poster-tack on the wall.

- ★ ★ ★ ★ ★ Do all the above plus:
Go through all items as you clean -
Sort into:
 - Trash - worthless to anyone
 - Sell or donate - useful to someone, not to me
 - Keep - things you will put back away
 - Save - special things to save (must fit in your storeroom box)

★ ★ ★ ★ ★ ROOM CLEANING

Go step by step.

1. Carefully take all **linen** off the bed (lower sheet too). Put sheets and pillow case in the laundry room. Put blankets and pillow piled back on the mattress.
2. Put away anything out on the **floor** - you will need the space.
3. **Bins** - with each bin:
 - 1) Dump and wipe with a damp cleaning cloth or mitt.
 - 2) Sort:
 - I. *Trash & recycling*
 - II. *Maybe to keep*
 - III. *Give away/sell*
 - IV. *Save (must fit in your storeroom box)*
 - 3) Go back through the *Maybe to keep pile*, put only the ones you really use back in the bin.
 - 4) Wipe out the bin holder and put back the clean, tidy bins.
4. **Shelves** (all shelves, even in the closet) - With each shelf, starting with the top one:
 - 1) Put everything off it onto the floor.
 - 2) Wipe shelf with a damp cleaning cloth or mitt and dry **completely** with a dry cloth.
 - 3) Sort:
 - I. *Trash & recycling*
 - II. *Maybe to keep*
 - III. *Give away/sell*
 - IV. *Save (must fit in your storeroom box)*
 - 4) Go back through the *Maybe to keep pile*, put only the ones you really use back in the bin.
5. **Desks**
 - 1) Empty drawers & wipe with a damp cleaning cloth or mitt, dry **completely**
 - 2) Put back in only useful, school, art or desk items (the rest goes in sorting bags)
6. **Comic books and magazines**
 - 1) Sort through, putting some in your **Save** box and ones you don't want in **Recycling**
 - 2) Put the rest back neatly.
7. Finish **Closet**: Empty out anything not removed when you did the shelves.
 - 1) Wipe surfaces with a damp cleaning cloth or mitt, dry **completely** (hamper too)
 - 2) Check floor of closet (and room) carefully and put the clothes back neatly.
8. **Books** - Sort books (same as comic books and magazines) and put away neatly.
9. **Trash & Recycling** - Put all trash and recycling into the big cans outside (Show me first.)
10. **Clothes** - Take all clothes out of the drawers (wipe out drawers), sort, fold & put back.
11. **Dust** dresser, bed frame, and any furniture not already dusted or damp wiped.
12. **Vacuum**, including with edging the carpet and vacuuming window sills.
13. **Wipe** fingerprints with damp cloth and finish up wiping window sills.