





Home Economics

Household and Personal Management Skills

Becoming a daughter with purpose

By: Amy Maryon

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Of course, I would appreciate an acknowledgment but it is unnecessary. I operate under the honor system and hope my readers do as well.



From the author:

Our society has the lost the fine art of homemaking. The push to excel in employment outside of the home is what is deemed successful. We are taught to micromanage, multitask, and be proficient at keeping a clean and neat work zone. Why is it that so many people excel at this in employment but fail when it comes to applying it at home? Structure at work is important because work itself is important. We need money to survive, thus we put most of our attention to where we would receive an "outcome" such as a paycheck at the end of the work week. Being able to maintain a home will help you just as much as a paycheck will help you in life. Learning home skills makes you self sufficient, saves you money, keeps you healthy, can make you creative, and boosts your social skills.

The best way to learn how to do something is to learn from someone who has gone before you (and who does this on a daily basis with 10 children) AND to practice it again and again. I hope you enjoy learning these skills and benefit from putting them into practice.

Be blessed and enjoy,

Amy Maryon

[www.plainandnotsoplain.com](http://www.plainandnotsoplain.com)

# About this course

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This course is designed to be completed as one semester of Home Economics. It is divided up into weekly lessons. If you would like the second half of this course, I encourage you to check out the Kitchen Skills book for the remainder of the year. With both these courses, you will be quite skilled in the areas of Home Economics.

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From the author:

A symmetrical education in today's world is rare. Many girls have gone out to educate themselves to the highest degrees. They are proficient at speaking in other languages, have spent numerous hours practicing musical talent, and have educated themselves in books to a higher degree. Those are all fine things to attain, but how many hours are actually spent learning and improving upon the skills that will get them through life the most?

How does a young woman go about educating herself in the daily tasks of life? The best way to learn is to start at the beginning, learn the basics, and from there build upon each foundation.

This course is designed to be completed in 18 weeks. It covers areas such as decluttering, organizing, and cleaning of the home, to personal goal setting and safety tips, and also includes a section on personal finances and so much more.

I encourage you to become a proficient keeper of the home by practicing the skills laid out in this book.

## Cleaning your room

I know the whole persona of "I am a teen, I am going to have a messy room like the rest of the world," may seem cool, but in reality it only creates chaos in your life. How many times do you go looking for that outfit or that thing and can't seem to find it? It is best to learn how to keep a room that is clean and orderly.

This week you will be learning how to declutter, organize, and clean your room.

### Declutter

You will need the following for this task:

- a box for donating
- a trash bag for garbage
- a basket for items that go elsewhere in the home
- a wet rag for wiping out the insides of things

Almost everyone owns too many things, unless you are a minimalist. But even a minimalist can acquire too much and will need to weed out every once in a while. Before you begin you will need a clean workspace to work at in your bedroom. I recommend using your bed as your work zone.

Start with an article of furniture like a night stand. Begin by emptying out all of the drawers and shelves and putting the items onto your bed. Next, start looking through and grabbing the trash items and throwing them away. Don't keep things that are broken, or of no value. If you find things that go in other areas of the home like paper clips, books,

or items you borrowed, put them in the basket to go elsewhere. Look at your items and decide if you no longer have use for them. A good way to tell is if you haven't done anything with it for over a year. After you have sorted through your pile, wipe out the inside of your drawer to remove any dust or dirt. You can then begin by organizing and placing your items back inside.

You are going to move in a clockwise pattern as you work your way around your room decluttering and organizing. If your bed is next, start by removing everything that is underneath it. Do the same process that you did for cleaning out the nightstand.

Let's start on your dresser. Remove all items off the top of your dresser. Put miscellaneous hair ties back in the bathroom. Find a place for your makeup, in a bathroom, or in a container all neat together. Go through and throw out old makeup. If your nail polish is chunky—pitch it. Most makeup only lasts about a year. Anything after that, it is time to go.

If you have any hair brushes, remove hair out of the bristles and throw it into the trash. You should once a month soak these in a sink filled with hot, soapy water. You can rinse them with some rubbing alcohol to sterilize them. Let them sit out and dry before using again.

If you don't have to have an item out, put it away. You want to have things looking neat and clean. When the top of your dresser is clean, begin by going through your drawers.

Take each drawer and dump it on your bed. Go through all of your clothing, throw out any ripped, stained or too small items. If you have some that need repairs, set them in a separate pile. Make a note to

repair them. If you haven't worn the item in a year, donate it. Keep only what you like to wear and feel comfortable in. Wipe out the insides of your drawers before putting items back into them. Fold each item and place them back in the drawers neatly.

For bookshelves take all of the items off. Go through the books and decide which ones you want to keep and which ones to donate. Wipe off the shelves and place all the books back on the shelves. Put them back in some sort of order. Sort them according to the types of books. If you have school books, put those together. Fiction books, put them together. Place them all vertical on the shelf. This creates a taller, more organized looking shelf. Any CD's or DVD's go through and decide if you want to keep them out. If you have them on your music player and don't need them out, put them away in a box under your bed or in the closet.

You have probably moved around most of your room, keep going until it is done and then we move on to the biggest, probably the messiest---- your closet!

Take everything out of your closet. Use your rag and wipe out the inside corners and any shelves to remove cobwebs and dust. If you have carpet, vacuum the corners and cracks.

Now go through the clothing. Throw out old, ripped, and stained clothing. Anything that is too small, put it in the donate box. If you have any that needs repairing, put it in the pile to be mended. Then start sorting the different types of clothing that you have in piles. Put all your t-shirts, your long sleeve shirts, any button up shirts, and any dresses, into separate piles. This will help you to have some order in your closet. It will also help you to see if you have one too many of

something 😊 Put them back in your closet. Put the items that you don't frequently use towards the back. This can be dress coats, nicer dresses for special occasions, or out of season clothing. Then put your clothing in a pattern. I like to do tank style shirts, t shirts, long sleeve shirts, dress shirts, and dresses, in that order. I also take it one step further and within my t-shirts, I sort them according to color. This helps give you an organized look to your wardrobe. It will also help you determine which types of items that you need when you do have to go shopping for clothing.

If you keep your shoes in your closet, depending upon how many of shoes you own, you can either neatly set them out on the bottom or purchase a shoe rack. These are fairly inexpensive at the store and holds many pairs of shoes.

Use the top of your closet to hold seasonal items such as gloves, hats, scarves, etc. You can get inexpensive boxes or baskets to hold these items.

Depending upon how cluttered your room is, this may take you a few hours or a few days. Just keep at it. Go through all of your room, and don't stop until you are finished. The key to being a daughter of devotion, is being devoted to complete your tasks. Organization is an important character trait to have as you go about your life. Whether you will be working outside of the home or if you will be working in the home. Organization is key to complete success.

## Cleaning

You have decluttered, and organized, now it is time to clean. Get out some basic cleaning supplies:

- Vacuum
- Wood cleaner---with a rag and bucket (if necessary)
- Window cleaner and rag
- Broom---for cleaning spider webs off ceiling
- Bucket with all purpose cleaner and water for wiping walls, heating vents, etc and a rag

1. **Removing cobwebs.** Start by taking your broom and going around all of the corners of your ceiling and removing any cobwebs that may be hanging.
2. **Wiping walls.** Grab your bucket with all purpose cleaner and begin wiping the walls of your bedroom. Start at the top and move down. That way, if any drips occur, you can wipe it as you are moving down.
3. **Overhead fans.** Carefully wipe each individual blade with water and cleaner. These are probably really dirty.
4. **Window treatments.** If you have curtains, take them down and wash them. Hang them up wet and tug down on them as they are drying. If you have blinds, you can take them down and wash them in a bathroom---it takes some time, but you only have to do this once per year. Or you might choose to hose them off outside. Wipe each one individually.

5. **Windows.** Use your cleaner and clean the windows. When you are finished, take and wipe anything else like mirrors, computer screens, TV screens, and phone screens.
6. **Miscellaneous things.** Don't forget to wipe window sills, heating vents, light switches, door knobs, and closet handles.
7. **Flat surfaces.** Anything that you didn't wipe off already, wipe. Pay attention to all of the edges and sides.
8. **Floors.** Give your room a thorough vacuuming. Move in a pattern. Start on one side and vacuum every area. If you need to move furniture, do that. Get underneath the dressers and nightstands. Take the hose and vacuum underneath bed. Concentrate on all of the cracks and corners. Continue moving until you have finished the entire surface of the floor.
9. **Wash bedding.** Remove all of your bedding and wash it. If you are able to hang it outside, let it air dry. There is something about climbing into bed and enjoying the smell of lined, dried sheets.
10. **Air out your room.** If it is cold, open your windows and shut your bedroom door. Let your room air out for 15 minutes or longer.
11. **Make your bed.** Tuck in the sheets and blankets at the foot of your bed. Have your comforter lay evenly on all sides of your bed.

To finish up your room, take your trash bag and throw it away. Immediately go and return all of the items that are to be placed elsewhere in your home. Don't just set it down somewhere, put it all away. Put away all of your cleaning tools where they belong. Rinse out the bucket if needed. Take your donate box and set it by the door to take with you as you leave the home next time.



## **How to vacuum**

Vacuuming is about thoroughly doing the entire floor of carpet. It is easy to skip around the edges or underneath objects, because you do not see them. What can happen is that you may notice a darker line around the edge of your room. That is dirt that has accumulated and usually it is where the edge of your vacuum reaches. The best way to get rid of that is by getting your crevice/edge tool and attach it to your vacuum. Go around the entire corners of your room. Move in a clockwise pattern. Remember to go underneath furniture that cannot be moved. After you have done the edges, start on the surface of the floor. Move in a left to right, back to front pattern. You need to go over the carpet more than one time to make sure that all of the dirt has been picked up. Do it slowly, to give the machine time to suck up the dirt. If you notice that it is leaving some pieces behind, check to make sure that your vacuum doesn't need cleaning out. It is pointless to continue vacuuming if it isn't picking up all of the dirt. Stop, and take the time to clean it out. Work your way out of your door.

Then you can stand back and enjoy a freshly vacuumed carpet. It may only last for a few seconds, but for a moment you can enjoy.

## **Art of writing letters**

For many of you, you may have never really got to experience how personal and wonderful it is to receive an actual letter in the mail. With technology it seems silly to mail a letter when you can just text or email people. But there is something about walking out to your mailbox and discovering that someone has taken the time to send you a

handwritten letter in the mail. It's a feeling of gratitude. That someone took the time and thought of you.

Reasons why you should write a handwritten letter:

- **Personal**---they contain your effort, your handwriting, and your thoughts.
- **Effort**---it takes more effort to choose the supplies needed to write a letter. It is more effort to write out words, compared to typing.
- **Cost efficient**---you can pick up a package of stationary or cards and send out a multiple number of letters. This is cheaper in comparison to sending a one-time gift to someone.
- **Enjoyed over and over**--- If you have sent a letter of encouragement to someone, the recipient is able to reread what you said and be encouraged over and over.
- **Speaking positive**----In conversations and text messages where emotions can run high, when choosing to write out our words, it forces us to be careful in choosing what to say. It helps us consider what we are putting down and rechecking to make sure our words mean what we intend.
- **Consideration**----it shows friends that you are taking the time to show them that you care and that they were on your mind. It leaves an open door for someone to respond back if they need someone to turn to.

Do you see all the benefits to writing a letter? I want you to keep a list of people that you can send encouragement to once or twice per month. These can be your friends that you don't get to see often, leaders at your church, or another woman that encourages you often,

etc. Take the time and ask God to put into your mind someone whom you can encourage. He will give you ideas of people whom you can bless.

Take the time and find some pretty stationary. You can choose paper or even a pack of note cards. I like to begin writing on a card and then inserting some pieces of stationary that I finish the letter on.

Begin your letter with some sort of encouraging scripture you have been reading. Explain how God spoke to you through that scripture. Go through and encourage them by thanking them for what they do for you. You can share what is going on in your life. Keep it positive. If they are going through a struggle, don't let it be about you---keep it to encouragement and about them. Don't ask a lot of questions---no pressure to respond. You want this to be a blessing, not something you demand in return. Yes, it would be great if they responded, and hopefully they will, but don't make pressure to expect it.

If you want to go the extra mile, include something small in the card.

It can be as simple as:

- a tea bag
- a pressed flower
- some stickers or balloons—for a younger person
- something you printed off the internet
- a recipe you tried
- scripture cards

Know that everyone enjoys receiving mail. Continue this year by being devoted to sending out letters a few times per month to people. Make it part of your routine. Hopefully, it will come full circle and you will enjoy the benefits by having someone write back to you.

### **Bathroom**

This week is probably not met with much enthusiasm. The bathroom is not my most favorite area of the home either, but I do know that I have visited many homes in my life and many of them had smelly, unclean bathrooms. I purpose to help train you to clean a bathroom properly.

### **Declutter**

I know if you were to open other people's medicine cabinets, and linen closets you might find them packed full of old, partially empty containers of medicine and supplies. This is an area of the home that does not get gone through often. You are going to need to ask your Mother first if it is okay for you to declutter this room. Keep a container that you are going to throw away items so that you can show her first before pitching them.

Grab your cleaning bucket filled halfway with warm water and  $\frac{1}{2}$  cup of vinegar to wipe insides of drawers and cupboards with.

Start with one cupboard or drawer. Empty all of the contents and wipe the inside out thoroughly. Pay attention to remove any stuck on dried toothpaste or hair products.

In the medicine cabinet, go through and check the dates on the medicine bottles, throw away any expired items. If you notice that you have multiple containers of the same medicine, line them up in order so that they get used up, the least to the greatest. If you know that they are not old and someone just opened two containers of medicine,

you can combine the two bottles together. To avoid a child from opening them easily, make sure to double and triple check that you close them tightly.

If there is just a little bit left in the bottom of the lotion bottles, leave those out so that you know someone will use them up. For shampoo and soaps, you can add water, shake, and you will have a few more uses left. Purpose to use up all of the fragments. Don't waste things. Put the older ones up front so people will know what to use.

In our household, it is best to keep new toiletries separate from the ones being used. This prevents people from grabbing the wrong ones. But it is something that someone needs to be designated to check for each week. If an item is getting low, they need to bring out another one as to not interrupt the flow in the bathroom 😊

Hair items, can get overwhelming. Keep a small container and put like items together in it. Remove all of the hair pieces that get stuck to the hair bands. For your hair brushes, remove all of the hair in the bristles. Take a long rat tail comb and slide it up the bristles in rows and push the hair to the top. Fill up your sink with some warm water and soap. Let them soak for a few moments while you go about cleaning the rest of the bathroom. When you are done, gently shake them off. If you have any rubbing alcohol, squirt a little on the combs and brushes to sterilize them. Set them on a washcloth or towel to dry.

**\*\*Do not put hair in the toilet, throw it away in the trash. It can clog up your sewer system quickly.**

If your towels are stacked and continue to fall over each time one is grabbed, try rolling them. We have found this takes up less space and

it doesn't create a heap of towels on the floor when someone grabs one from the middle.

Keep cotton balls, and q-tips in a small container and put the remaining ones away in a closet. We have found that laundry soap lids work well for Q-tips. Any closed container work well for cotton balls.

Keep any hair tools with long cords keep wrapped up and clipped with hair clips.

If you have a bunch of small sample toiletries, use them up. Set them in the shower so that they get used.

Make up if that is stored in here, go through it. Remember that it only lasts about a year. Any gummed nail polish, throw away.

When you are putting items away, put them away neatly. Find smaller containers to store like-items in. Keep all of your first aid supplies together. Put things like nail files, clippers, and tweezers in the same area all of the time. It prevents having to go look for them when needed.

Having an organized bathroom, allows you to be able to glance to see which items you are out of and which you need at the store at a quick glance.

One important rule that I stress to my children, is to always have toilet paper available. Having no toilet paper when you are in the bathroom and need it, is NOT a good thing. Keep a few extra rolls at all times on the back of the toilet or in an area close to it. Make them visible so that guests can easily find them. Remember if you are the last one to empty the roll, instead of just setting the next roll on top,

take the extra seconds that it takes and put the new one on the holder.

## Cleaning

Now that you have decluttered and organized the bathroom, it is time to get down to the "delightful" part-----the cleaning. Bathrooms can be a relaxing peaceful place or they can be a smelly, disturbing place. The best way to get rid of odors in the bathroom is to remove the source of the smell. It doesn't work to just cover it up, by spraying chemically laden cleaners, and fresheners. Pinpoint the source and get it gone.

We will start with the sink. Take your all purpose cleaner, and spray it on the surface of the sink. Use your sponge and wipe down all areas of the sink. Pay careful attention to the knobs and the back of the sink, which can accumulate mold. Wipe the ledges and any walls near the sink. Toothpaste and soap can get splattered and hardened in this area. If your sink is dirtier and needs a deeper scrubbing, you can use something with a little grit. The all natural scrubbing powder is what we use weekly to remove grim from the sink. Sprinkle it on the bottom of a damp sink and scrub with your sponge. Rinse all areas down by wiping them with your sponge that has been rinsed in warm water.

Once a week you will need to take notice of the fronts of your sink cabinets. Spray some cleaner onto your sponge and do a thorough wiping of all of the fronts and knobs of your sink base. Continue around the entire thing, removing dirt and grime. Rinse your sponge as needed in the sink.

Wipe the mirrors and check them daily to remove any toothpaste or mess that is on them. If you have light fixtures, every 6 months clean them thoroughly.

Next, let's do the toilet. I can hear the cheers now 😊 I clean a toilet the old fashioned way, with a sponge or rag. I find that the brushes that some use in the bathroom, do nothing but collect bacteria. It is also one more thing that is sitting in your bathroom. It is really no different than changing a diaper and by washing your hands when you are finished, you will rid your hands of bacteria. I promise, you will be all right 😊 Give the toilet a flush. Next sprinkle the toilet with the scrubbing powder and let set. Spray the toilet liberally with your all natural cleaner. It is okay to get it on the rims and sides of the toilet, you will be wiping them off. Then you are to dive in. Start by taking your sponge and wipe the insides of the toilet in a circular motion. Do the visible areas, and then do under the lip of the toilet. Usually where the water level sits, bacteria forms at and below that. Wipe down inside of the tunnel, all around. Then give the toilet a flush. As it is flushing, swish your sponge to remove yuck off of it.

Spray the rim of the toilet and the bottom of the seat. Wipe the rim all the way around it. Continue down the sides of the toilet. If your toilet is extra dirty, squish out the sponge in the toilet water and re-spray the outsides of it. The water inside the toilet is clean now that you have cleaned it, so you can use it as a bucket. Wipe around all of the bends and crevices of the toilet. Wipe the seat and especially around the hinges. Rinse the sponge in between areas. Reapply more cleaner. Do the seat and then the tank of the toilet. Wipe the handle- as it is probably the dirtiest and oftentimes overlooked for cleaning. Rinse out your sponge again and spray the base of the toilet. Do all



around the bottom where it attaches to the floor. Urine accumulates often down here. Do all around the back and the floor around the toilet. You are working downwards and outwards from your toilet. The dirtiest to the cleanest.

An area that doesn't usually get wiped is the walls around the toilet. Unfortunately this area gets dirty and can be a cause of smell. Especially if you have boys. I know, gross?!?!? Spray and wipe it. Rinse the sponge afterwards so you can continue cleaning. Work away from the toilet and do the entire floor. Notice the baseboards and if they need wiping, do so. Wipe any lower walls that look dirty. Keep rinsing your sponge in the toilet to remove debris and grime. Continue spraying and wiping until the entire floor is cleaned.

Your bathroom is probably smelling and looking pretty great now. We unfortunately have one more area to clean---the bathtub. I like to take my powder cleaner and sprinkle liberally into the bottom of the tub. I add a little bit of water to make it damp and start scrubbing. I have a green pouf scrubbie that grabs grime better than a regular sponge. I do the entire bottom of the tub, and work up the sides. Move up around the ledges and remove any soap bottles and wipe underneath them. Work your way up the tub walls, paying careful attention to the corners and crevices. You can sprinkle the powder cleaner directly on your wet pouf. Do around the knobs and faucets as well. Take the shower head and rinse down the tub from top to bottom. When you think you are done, run your hand around the rim of the bottom of the tub. Do you feel any grime? Go back over that area.

Take note of your shower curtain. About once per month you should wash this. Put it in the washing machine with some heavy towels and that will help scrub the curtain. Hang it up wet to dry.

To finish, wipe the outside of the tub and any areas around it.

Look around at any walls that you did not wipe and wipe as needed. If you notice cobwebs on the ceiling, wipe them with a broom.

If you have a trash can in here, empty it regularly. If the inside is dirty, pick out the stuck on trash. Line it with a plastic grocery bag. It will make emptying it easier.

All right, you have done it. You completed probably the most dirtiest room in your home! I pray you did it with a cheerful "delightful" heart.

Remember to remove odors don't just cover them up, get directly to the source and get rid of them.

### **Natural cleaners**

There are literally thousands of house cleaning products on the market today, all claiming to kill 99.9% of germs or bacteria. In theory, this is great; however in reality, these products do more harm to our bodies than good.

But while the chemicals in cleaners foam, bleach, and disinfect to make our dishes, bathtubs and counter tops gleaming and germ-free, many also contribute to indoor air pollution, are poisonous if ingested, and can be harmful if inhaled or touched. In fact, some cleaners are among the most toxic products found in the home.

Did you know that nearly 80% of the chemicals found in everyday cleaning products have not been tested for long-term effects? By using these products, you may very well have a clean house today, and possible cancer in the future. The Cancer Prevention Coalition lists hundreds of toxic and deadly chemicals that are in household cleaners on their website.

The toxic fumes that you breath in from these products could be one of the main reasons for the headaches, fatigue, body aches, soreness, tiredness, and a number of other common ailments that most all of us experience. Take a walk down the cleaning isle in the grocery store, do you instantly sneeze? Use toilet bowl cleaner to remove rust and get some on your hands, it will burn until you rinse it off! Clean a bathroom without proper ventilation, you will see right away that it isn't safe.

When it comes to cleaners, the consumer has little to go on beyond the warning labels that manufacturers are required to put on their products. The labels DANGER, WARNING and POISON give only a very general idea about the seriousness of the unknown substances a product contains.

No law requires manufacturers of cleaning products to list ingredients on their labels or to test their products for safety. It's up to you the consumer, to make sure your home is not only clean, but also nontoxic. Unfortunately, it isn't easy to identify which products contain these hazardous ingredients.

While cleaners are the only household products regulated by the U.S. Consumer Product Safety Commission under the Federal Hazardous Substances Labeling Act, their sellers aren't required to reveal these products' ingredients. These ingredients are considered "trade secrets," so government regulations are actually designed to protect

this proprietary information, not to protect human health or the environment.

We can't just blindly believe that products are safe just because they are widely available and for sale. Cigarettes are sold, and yet we know the effects they have on the body. They are proven cancer causers. Just because something is labeled as natural does not mean that it is safe. Let me remind you that arsenic is a naturally occurring substance and yet, it kills. There is no law or set of guidelines to instruct companies as to how they can or can't label products with use of the word "natural". Don't let that word persuade you at all. It means nothing on a commercial product.

What convinced me to make the switch is that I was looking at my baby as she was crawling all over my freshly cleaned floor. Of course she would naturally put her hands in her mouth after crawling. All those chemicals were entering into her body. All those times I would clean my bathroom with bleach and have to turn the fan on to not breathe the fumes. Most of these were going right into my children's play areas and they were breathing them in. Why would I want to subject my brand new baby to all those toxic fumes? Natural products work just as good without any of the harmful chemicals.

By making your own natural cleaners, you will know each and every ingredient in the bottle. If that isn't enough to convince you to want to make the switch, how about do it for the money. Making your own all natural cleaners is very frugal and cheap. This will save you much money over the years.

These are tried and true recipes that our family has been using exclusively for years. It took some getting used to, as we were used to the scented varieties of chemicals at the store. It left behind a few

streaks, but it quickly dissipated into the air. It also smelled vinegary at first but those smells also disappeared.

**Scouring powder**

2 parts baking soda  
1 part salt  
1 part borax  
Mix the following together in a bowl and pour into an empty parmesan cheese container. Sprinkle on damp surfaces and scrub with a sponge.

**All natural wood cleaner**

1 part olive oil  
1 part lemon juice  
Keep this handy in a large squirt bottle. Use for wiping onto your wood furniture.

**All purpose cleaner**

2 teaspoons castile soap  
5 T vinegar  
2 teaspoons of borax  
1 teaspoon of baking soda  
4 cups of hot water  
4-6 drops of tea tree oil  
4-6 drops of peppermint essential oil  
Mix the above into a large spray bottle. I would recommend adding all of the ingredients with the water being last. The vinegar will react with the baking soda causing it to bubble up.  
Vinegar and tea tree oil have natural anti-bacterial properties. We don't always add the peppermint oil, unless we have it on hand.

**Window/mirror cleaner**

1 c water  
1 c alcohol  
1 c vinegar  
2 squirts of castile soap  
4-6 drops of essential oil, optional  
Shake all in a squirt bottle. Use a microfiber cloth to wipe.

Take a break from using your store bought items and switch to these for a few weeks. It will take some time to strip your mirrors from the chemicals in the store bought cleaner, so don't be afraid if it leaves streaks. It is just the build up from the chemicals. It just takes time.

## First aid basics

Here are some basic first aid skills that you should know:

### **Puncture wound or cuts and scrapes**

If a person has a small puncture, cut, or scrape it may or may not bleed. Here are some steps to take care of it:

1. Wash your hands, to prevent spreading infection
2. Apply pressure to the wound to stop the bleeding
3. Clean the wound with clear water. Remove any debris with tweezers. Make sure to clean the tweezers in alcohol first. If debris still remains, see a doctor. Carefully clean the area around with a washcloth and warm water.
4. Apply an antibiotic. Applying a thin layer of cream can help stop spread of infection.
5. Cover the wound with a bandage.
6. Change the dressing as it becomes wet or dirty.
7. Watch for signs of infection. If it doesn't heal, has more pain, is red or has any discharge, see a doctor.
8. If the bleeding does not stop or appears to be very deep, it may need stitches. See a doctor.

### **Burns**

These can be serious or in most cases not so bad. If you have a small burn just on the surface of the skin from touching a hot object, immediately place the area under cool running water. Keep the area covered in water until it feel better about 10-15 minutes.

If the area blisters, don't break them. Cover them with antibiotic cream and a bandage.

If you develop large blisters, see your doctor. If you notice signs of infection such as oozing from the wound or increased pain, redness or swelling see your doctor.

For severe burns, call 911 immediately.

### **Bug bites or stings**

Most reactions to bites are mild, causing only discomfort to a person. But in some cases it can cause an allergic reaction. For most, wash the area with soap and water. If there is a stinger, remove that. Apply a cold pack to reduce pain and swelling. Use a pain reliever if necessary. Apply a topical cream such as hydrocortisone to ease the pain and itch relief. Take an antihistamine such as Benadryl if you are experiencing an allergic reaction to the bite.

For a severe reaction such as difficulty breathing, swelling of the lips or throat, faintness, dizziness, confusion, rapid heartbeat, nausea, cramps, or vomiting contact a doctor or 911 immediately.

### **Heat exhaustion**

This is sometimes common with little children who have been outdoors playing in the hot sun. They may begin to start feeling faint or dizzy. They might have a headache, feel fatigued, or have many other abnormal symptoms. The best thing to do is if you notice they are acting differently, get them indoors out of the sun. Try and get them in an air conditioned room. Remove any tight clothing and elevate the legs and feet slightly. Give them cool drinks to sip on while you sponge

their bodies gently with a cool wet cloth. If they don't seem to be getting better, call 911 or your doctor immediately. This can lead to heat stroke.

### **Frostbite**

At the other extreme, if you are outdoors in the winter time you can be exposed to frostbite in extreme temperatures. It is very important to have all of your skin unexposed while venturing out in to the blistery weather. Even if the weather is fair and you are having little ones outdoors to play, it is important that if their hands get wet with snow, you bring them indoors and change their gloves immediately. I like to keep my gloves off and in my pockets and I know that if I am freezing than my little ones are probably cold as well. They won't as likely tell you that they are cold, so it will be your job to only let them play for increments of time outdoors in the winter. When you bring them back indoors, do not put their hands in warm water. It will only cause them to burn. Gently massage them together to warm them up.

### **Falls or head trauma**

These are all sensitive issues and as with everything use caution. If my child is to fall down, I usually let them try and get themselves up. If they are able to stand up even partially, then I know that the fall is not that severe. Do not pick up a child who has fallen and lays there. You don't want to do more damage to them in case something is broken. Carefully try and calm the child down and see if you can find out where the pain is coming from. If crying continues for an extended period of time,  $\frac{1}{2}$  hour to 1 hour, I would suggest calling 911 or visiting your nearest ER. If the child can be comforted within a matter of moments, they will probably be alright. Don't immediately give a child



pain relieving medicine, especially after a head trauma. Give their bodies some time to figure out what is going on and if you don't need to visit the ER, you can administer a dose to make them more comfortable.

### **Bumps/bruises/sprains**

If a child is hit in an area it may bruise, swell, or sprain depending upon what they did to it. The best thing to do is get the child to sit or lay down comfortably. Elevate the injured area and apply a cool ice pack to help with swelling. Doing this for a few moments is better than not doing it at all. If the child continues with increasing in pain or the area continues to swell, contact an adult to let them access the situation.

I would hugely recommend taking a CPR and choking class. Your local fire department or hospital should offer these classes. You never know when that one time you could save a person's life by just knowing what to do in an emergency. Being a mom of 10 children, I have, on two occasions experienced my child choking and had to perform the Heimlich maneuver. These are valuable things to know. It will take a few hours out of your life, but well worth the time.

### **Living room declutter/organize/clean**

We are going to work on the living room this week. Since this is not your own home, before you throw things out or decide to move things, ask your parents if it is okay to do that. You are gaining skills for your future and at the same time being a blessing to your own family. This is a room in your home that everyone comes to relax in. It should be a comfortable, peaceful place.

You will need:

- Bucket with cleaning rag and all natural cleaner
- Window cleaner and microfiber cloth
- Wood cleaner and rag
- Vacuum with crevice tools
- Broom (for cleaning cobwebs)
- Basket for items that do not belong
- Trash bag for garbage

Start with the ceiling. Use your broom and carefully "sweep" away any cobwebs that may have made a home in the corners of your ceiling.

If you have a ceiling fan, use a wet rag and carefully wipe every blade. You will only have to do this two times per year, but it will make a mess on the floor below so do it before you vacuum.

Wipe any light fixtures on the ceiling as well.

Then move onto the biggest item in your living room, the couch. Start by taking off all of the cushions and brushing them off to remove any

crumbs. Use your vacuum crevice tool and vacuum out the inside of the couch. Be sure to get into all of the crevices. Put the small items found, into the basket to be put away later. When you are finished, put back on the cushions. Move the couch over and vacuum underneath where it has been setting. Place the couch back. If you have any chairs with cushions, do this to them as well.

If you have any tables in here, remove all of the items and use your wood cleaner to spray and then wipe down to remove any dust. Pay attention to the legs, the back, and any ledges. Before putting any items back on the table, wipe them down. If they are not wood, use your rag with all purpose cleaner. If they are wood, you can just use the rag that you wiped the table off with. You don't need to apply any more cleaner, it will have enough to clean the objects off.

Coffee tables---are a magnet for accumulation. If your family keep lots of magazines, get permission to go through and decide which ones to keep and which to get rid of. If they are cooking ones, ask your mother to go through and rip out the recipes she wants to try and you can organize them for her.

If you have any extra magazines that are old, ask to see if you can get rid of them. If your parents want to hold onto them, organize them neatly and set them all together in the same area.

For the entertainment center, remove all of the videos, DVDs, and gaming items. Check to see if the videos inside the case match the outside. Go through them to see if you are able to get rid of any older, unneeded ones. Wipe down any electronic equipment with the window cleaner sprayed onto a microfiber cloth, remember the backs and

sides. Use your wood cleaner to wipe off the wood stand. Place everything back neatly inside.

Wipe any remotes---which accumulates germs quickly from everyone touching them. Make a note to wipe these once per week with your weekly cleaning.

Move around the room in a clockwise pattern, cleaning items as you go. Remove items that do not belong and put them where they go.

Throw away burned candles that you won't burn again. Keep focused and burn the candle completely down until finished and don't buy any more until that one is burned.

Organize the bookshelves by going through the books. Are there any that are ripped and need repair. Any that can be passed along to someone else? Line them up with the spines straight up and down to create clean lines and a taller shelf.

Keep knick knacks at a minimum. I know this is not your home, but for your future think before you start collecting a mirage of items. They will only be a source of constant cleaning and dusting.

*Rid your life from things that create more work so that you can enjoy the important things in life.*

Move all the big furniture away from its "normal" place and vacuum or sweep under them. Put back into place.

Carefully wipe pictures, wall hangings, light switches, ledges, and heater vents. Move from the top of the walls and work your way down. Work in a clockwise pattern around your room.

If you have any window curtains, carefully remove them and wash them in a cold, delicate wash. As soon as they are finished washing, hang them up to dry. Carefully pull at the bottoms to help prevent any wrinkles in the material. If you have blinds, wipe every individual blind to remove dirt. This only has to be done once or twice per year. Wash the windows inside and out with window cleaner. Wipe the frames down as well.

Do a thorough vacuum or sweep of the entire room.

### **How to dust**

Even though those feather dusters look cute in the store, the problem with them is that they just "push" the dust to a new area. We want to get rid of the dust. The best way to do that is with a microfiber cleaning cloth. Depending upon what I am cleaning, I have one for wood and one for non-wood items. I spray the cloth first with wood cleaner or window cleaner and then wipe the items down. The cloths will capture the dust.

If you have items with intricate carvings, use a clean-natural bristle paint brush to remove dust out of the tiny nooks and then wipe with a microfiber cloth.

When you are dusting, make sure to wipe around the entire object. If you are able to move it and wipe under it, then great. If not make sure to do all around it. If it is close to the floor, make sure to wipe along the bottom to remove any pet hair.

To help cut down on dust in your home, make sure to clean any furnace, dehumidifiers, or air conditioner filters at least once per month if not more. This will make them more efficient and also cut down on the flow of dust in your home.

### **How to clean windows**

You can clean windows in one of two ways, by using a squeegee blade or with window cleaner and a microfiber cloth.

To clean with window cleaner and a microfiber cloth, just spray and wipe the window. If you are doing both sides of the window, wipe each side in a different direction to see where you have left the streaks at. I remember learning how to wipe windows with an old newspaper. It works great and does not leave any lint residue. Crumble it up and wipe as you would with a rag. Baby cloth diapers that have not been dried with fabric softener remove dirt and leave no streaks behind as well. But if you do not have these items, a microfiber cloth works great.

**\*\*Do not wash your microfiber cloths with fabric softener. They will leave a streak on your windows as you are washing.**

If you have a squeegee blade, this is a fun tool to wipe windows with. If you are washing indoors, place a towel on the window ledge to catch drips. Using a sponge, wash the window with a solution of  $\frac{1}{2}$  vinegar and  $\frac{1}{2}$  warm water. Take the squeegee, wet the blade, then wipe from the upper corner of the window pane towards the bottom. Draw the squeegee down in a straight stroke. Return to the top and repeat, slightly overlapping the first stroke. After each stroke, wipe the

squeegee off with a cloth. Finish by pulling the squeegee across the bottom of the window and dry the sill with a cloth.

### **Being hospitable by serving others**

This is a good week to learn how to be hospitable by serving others.

Being hospitable is making others feel welcomed by you serving them. If you complain that your house is dirty or that the food is less than perfect, it makes your guests feel that you put more value on your home or food prep instead of them. When you invite others over, don't dwell about the condition of your home or how the food turned out. Focus on serving them and visiting with them.

When you have guests and you focus on keeping the kitchen cleaned up, and having things stay neat and tidy, you are going to miss out on the blessing of just having them there. Remember Mary and Martha in the Bible?? Martha ran around doing tasks and staying so busy that she was complaining that Mary was just sitting at the feet of Jesus. Jesus said, "Mary has chosen the right thing to do, and it shall not be taken from her." We want to take that mentality.

Yes, you should straighten the home and try and make a nice meal. But don't fret over mismatched dishware, or a home that isn't as nice as you "wish" it would be. Do all that you can do before and then enjoy the fellowship with one another.

Don't focus on yourself by talking about everything that is going on in your life, focus on your guests. Ask them questions, get to know what

is going on in their life. You want to be a servant. A servant, listens more than she speaks.

Make sure you pay attention to the needs of them. Do they need more drink? More food? Maybe the person you invited over isn't much of a talker, that can get awkward. This is a good time to share things about yourself that might help them open up a bit. I usually take this time to get up and show them things around my home. Since my home is filled with lots of photos, I usually do that. I then can relate a funny story or one that God has worked things out. Make the stories uplifting and encouraging to each other.

If you catch yourself talking negatively or gossiping, immediately STOP!!! That is not a trap that you want to get wrapped up in. Try and steer the conversation towards a positive topic. If your guest continues in that conversation, just politely smile and say that you don't want to discuss that any more. Then quickly move to something else.

If you are more shy when it comes to talking to people, prepare beforehand. Have a list of questions that you can ask to find out more about them. These questions should work on any age of a person, that way you won't be afraid to talk with someone who is 16 or 60!

- Do you attend a church?
- Do you play music or sports?
- Have you lived here long?
- What types of things do you enjoy doing?
- Do you have any siblings?

These are just basic beginners. Always begin with "Hi, I am Amy, it is nice to meet you. What is your name?" Then repeat that person's



name, and immediately put the name with an image to remember in your brain. When you say, "Sarah, it is very nice to meet you." In my head I would remember Sarah from the Bible and put that as a connection. Most people forget a person's name almost immediately after they say it. By repeating it and then putting an image with it, will help you better remember.

Then ask a basic question. Usually off of that one, you can ask multiple questions, being more specific. When you leave that conversation, remember something specific that the person told you. The next time you see them, you can reiterate what they said to you. They will be astonished that you remembered!

Most people will enjoy talking about themselves, so conversations should not be hard. You want to focus on getting to know them and serving them. That is the greatest example of Jesus, serving others.

This week, make sure that you reach out to someone to get to know them better. Ask your parents if it is okay to invite a family over for fellowship. Help your mother by preparing the home for them to come. Focus on being a servant, rather than being served.

### **Kitchen declutter/organizing/cleaning**

This week we will learn how to declutter, organize, and clean the kitchen.

Again, since this is not your home, please make sure that you double check with your parents before you throw things away or move things around. I am sure they will be blessed by your venture to help make life easier and better organized.

The kitchen can be a catch all for the entire family. The kitchen counters can easily get crowded with papers. Cupboards get jammed with items that we hurriedly set in and hide away. Food gets pushed to the back as we replenish and add more to the pantry. Refrigerators and freezers get full with new foods, while leftovers get lost in the frozen abyss.

Having a regular schedule of decluttering and organizing your kitchen will keep it in shape without becoming overwhelmingly chaotic.

I would take a cupboard and drawer one at a time and organize it. Take everything out, wipe down the insides and sort through your items.

Have one pile for trash, one to give away, and one to put back.

Organize the items neatly when you put them back in the areas. Work in a clockwise pattern around the room, from top to bottom. This may take you some time to do. Decide how many of each item that you really need. The more items that you have, the more work it is to clean up.

When it comes to cleaning supplies and food, try and organize like items together for easier finding. If you have multiple items of one thing, put them together. If you have opened foods that spill easily, pour them into plastic or glass containers. I use square ice cream buckets for holding my dried beans and plastic coffee containers to hold items like chocolate chips and coconut. It keeps my pantry neatly organized and with one look, I can see how much of one item that I have.

When you are finished with the insides, work on the counters. It takes more work to maintain a kitchen that has items out on it. Consider putting some of your appliances that are not regularly used away. Make sure that you wipe down each appliance to remove any caked on foods. Pay careful attention to the back splash behind the countertops. Food can accumulate on that area sometimes unnoticed.

Wipe down all major appliances with an all purpose cleaner. For stoves, wipe out underneath any burners carefully. If the inside of your oven needs cleaning, use a store bought cleaner. I know, I don't usually ever recommend using chemicals, but I have learned that it is almost next to impossible to clean an oven with anything other than strong chemicals. Use an exhaust fan to remove any odors and do it overnight, when the kitchen is less likely to have people in it. You can wipe it down first thing in the morning. Use an old rag and rinse it out in between wipes.

Your oven may have a self-cleaning option. Which is great, it heats the oven up to a high temperature and burns off the foods. I have found that prevention is the best thing, but that is not always possible. Usually once per month, I have to go this route and use chemical cleaners.

Finish up by wiping the entire appliance face and door. Pay attention to the knobs and handles.

For refrigerators work from the inside top to the bottom. Remove items off of the top shelves and wipe with an all natural cleaner. Wipe any walls as well. After that shelf is thoroughly cleaned, move onto the next one. Continue working down, this allows any food to be dropped and you can end with picking it up. If you have any drawers, remove those and clean with soapy warm water in the sink. After you are finished with the shelves, work on the doors. Remove all of the items and wash out bins. Check along the bottom of the door and remove any grime that has accumulated.

This is a great time to go through leftovers and see what needs to be thrown away. If you have multiple bottles of condiments, combine them together. You can add a little bit of water to help remove all of the sauce from the containers. Set the leftovers in an area that can be seen, so they can get eaten up.

Do the same for the freezer. Move any "lost" foods to the front, to be used up.

After the inside is done, wipe the entire outside of the refrigerator down. Do the top and sides. Use an appliance brush to clean underneath the refrigerator. It will help to clean off the dust which can clog and cause your appliance to fail. If you don't have a brush, you can use the attachment crevice hose on your vacuum. This should be done at least two times per year.

If you own a microwave, the best thing to do is to put a glass measuring cup filled with about  $\frac{1}{4}$  cup of baking soda and  $1 \frac{1}{2}$  cups of water into it.

Turn it on for five minutes. When it finishes, let it sit for about another three minutes while you clean the face and handle of the microwave. Open the microwave and wipe the inside all around with a clean sponge. All of the dirt will just wipe away effortlessly.

Sinks can be scrubbed with the all natural scrubbing powder that we made for the bathtubs. Scrub all around the corners and the rim. You can sprinkle about  $\frac{1}{2}$  cup of baking soda into your drains, then pour 1 cup of vinegar afterwards. This will help remove odors and help clear pipes.

Now that most of your kitchen is cleaned, go around and wipe off the faces of the cupboards. Pay careful attention to the handles and corners that get touched most frequently to be opened. Get on your hands and knees to wipe the bottom ones. You will be surprised at how much dirt is on the bottom areas.

*A place for everything, and everything in its place.*

This will help cut down on disorganized chaos in your home, especially your kitchen, the biggest catch all area.

Try and not have junk drawers or junk baskets in here. By returning things where they go and having a place for everything, will result in a much neater home.

### **How to wash dishes**

Since we are in the kitchen this is a good time to learn how to properly wash dishes. Some of you may just use the dishwasher, but washing

them by hand is a much more efficient way to getting them done quickly. It takes only a few moments and will use less water.

The BEST time to do dishes, is IMMEDIATELY after they are dirty. If you leave dishes for a few hours or until the morning, the food is caked on and it makes it twice as hard to get them clean. It is best just to do them as soon as you are finished eating. It makes for a clean kitchen and then it is something you won't have to worry about because it is done.

1. Start by removing all foods and liquids from your dishes. Plug the sink, and start to fill with hot water. Squirt a few squirts of dish soap as it is filling up. The hotter the water, the better to remove bacteria.
2. Place your silverware in the bottom of the sink. Then your plates, bowls, and finally cups. If you have any casserole pans or pots, fill them with some soap, water and let them sit next to the sink, while you are doing the other dishes. This will give them opportunity to soak and make clean up easier.
3. Begin by washing any glasses or cups. Wipe the inside and pay attention to the lip where the mouth touches. I like to wash with a microfiber dish cloth. I have switched from sponge to these because of the bacteria growth on the sponge after sitting out for days. Every night, I throw them into the wash and get a clean one out for the next day. Rinse these in hot water, to remove all of the soap. Set to dry on the rack or towel.
4. Next move onto plates and bowls. Carefully wiping the entire object. Rinse thoroughly with hot water and set to dry on towel or rack.

5. The silverware is last, this allows it to soak for awhile as you are washing the other dishes. Don't just grab them out of the sink, wipe each item to make sure that you remove any food left on it. Rinse in hot water and set to dry.
6. Lastly wash and scrub serving bowls, pans and pots. I like to use my abrasive scrubber to get caked on foods off easily. If you have had your pan or pot soaking, it will help to remove the stuck on food much easier. What if you have food that is burned on the bottom, making it impossible to remove? Sprinkle some baking soda over a wet pan. Let it sit for about 15 minutes while you go about putting away the other dishes. Come back and start scrubbing with an abrasive pad or steel wool. If it comes off easily then great, if not, sprinkle it again and let it sit longer. I have had to let items sit overnight to remove some burned on turkey bacon.
7. Make sure and dry all items before putting them back in your cupboards. Wipe up any wetness from the countertop, hang up your towels to dry, and wipe up any water splashes on the sink. Check the front of your sink to remove any water that may have dripped down.

To cut down on the amount of dishes that I do have after each meal, I like to wash them as I am preparing them. This helps not to have an overwhelmingly full sink after a meal. It only takes a few moments and is a HUGE help when cleaning up after 11 people 😊

### **How to sweep floors**

Floors can accumulate lots of dirt especially when you have a number of people walking all over them. The kitchen is usually a high-traffic area

where food can get dropped and sometimes pushed in the corners. Sweeping a floor isn't too hard of a job. Usually it just takes practice at noticing that you forgot to sweep an area.

First thing that you do is to remove any rugs and objects off of the floor. Carefully pick up rugs and take them outside to shake. Don't shake them indoors, it will only make more of a mess.

Choose a broom that is comfortable for you, one that is light and not heavy. Angled type brooms work great for getting into corners and this is especially helpful in the kitchen. My favorite broom is a rubber broom. You can find these online and are fairly inexpensive. They pick up dust and hair more consistently than a regular broom.

Try and keep continuous contact with the floor, without pressing the broom strands down on the floor. Pay attention to corners and edges, where dirt can easily get left behind.

Begin on a section away from your body and work towards your body, in a gentle sweeping motion. Some people like to work on the perimeter and end up in the center of the floor. Others, who have a larger area to sweep, might prefer to sweep from one side of the room to the other, by pulling the dirt with them. Whichever method you prefer, the more you do it, you will realize the most effective way to sweep.

Carefully sweep your pile of dirt into your dustpan and carry it to the trash. Be careful to avoid any overhead fans that may be on, to disrupt your dirt pile☺

To check for thoroughness, you can run a rag along the edges of your floors to see if you were effective at picking up all of the dirt. If you didn't, you may have to go back over that area again.



## **Food choices**

Part of being victorious is being smart in your food choices in life. When looking for recipes to eat and when choosing foods to purchase always look for the most basic, natural ingredients

When you are looking to prepare a meal for your family, the most nutritious will be the ones with basic ingredients. If a recipe calls for a bunch of prepared, packaged foods, skip it and look for something that requires you to make it from scratch. It is okay to use packaged foods every now and again, but try and make everything from scratch. It may take longer, but it is better for you in the long run. I like to make our favorite dishes, baked goods, and snacks in large quantities and freeze them. That way, I save time by cooking in bulk with the added benefit of healthy foods for my family.

## **Food buying tips and shopping smarts**

Here are some tips to help you when shopping for food:

1. Always go shopping with a plan. Make a list. If you go without a list, you will be more likely to spend money you didn't intend on spending. Plus it helps so that you do not forget items that you needed for a particular meal.
2. Plan out a weekly or monthly menu. I find it is more cost-effective to shop once per month for our large family. If I can do this and get the majority of our foods, I can usually only have to go once every two weeks for fresh fruit, vegetables, and milk.

When you have a plan, it is easier to make out what items you need for the meals. You can easily check your pantry and freezer to see what you need to pick up.

3. Do not go when you are hungry. This is such a pitfall for many. You will come home with much processed food. They purposely have yummy smelling foods and lots of fresh looking vegetables out in the salad bar, just waiting for you to pay them for their labor. Skip it, save it by preparing it yourself.
4. Have a budget. Don't just go aimlessly to the store. Know how much you have to spend and mentally keep a tally of how much it cost. Round off the amounts, instead of saying \$1.89, I just say \$2. It is easier this way.
5. Keep a list on your refrigerator of items that you are almost out of. Don't wait until it is completely empty—have you ever run out of toilet paper? Do it before it is gone.
6. Keep some foods on hand for a quick fix night. This might be spaghetti, or a quick frozen meal like chicken patties. Make it something that throws together quickly for when you are tempted to buy out.
7. Buy frozen veggies. If you can't afford fresh buy frozen. They are the next to best thing and better than nothing.
8. Cut back on meats. Meat is expensive. Think of replacing a meal or two a week that is meat free like beans and lentils. Many cultures eat like this all of the time.
9. Make your own individual snacks. Instead of paying a company to package them, do them yourself. Either buy small baggies or small plastic containers—that you can reuse.
10. Plan freezer meals. You can dedicate a few hours to making a big batch of meals and freezing them for later dinners. There are

many online resources dedicated to this purpose. It is cost effective too.

11. Utilize the Crockpot. Being able to throw a bunch of ingredients together and then letting them cook all day, without any worry, is a good thing to have when it comes to dinner time. Less stress.
12. Use coupons, only if you were already planning on purchasing the item. It may take a few moments extra, but it will save you if you are diligent.
13. Scan through the store's flyer looking for specials. If you notice a great deal, stock up on multiple items.
14. Try the store brands. Usually they taste exactly the same.
15. Use up your fragments. Don't waste anything that you have. If you have leftover items, get creative and throw them together to make a dish. If I am making spaghetti, I can throw in that leftover salsa, even that little bit of fettuccine sauce. It adds a different splash to your regular meals, but it also utilizes and stretches the meal a bit.
16. Skip the junk food, or buy as little as possible. Junk food not only cost a lot of money for zero nutrition, but it makes you and your family fat and will eventually give you health problems. That is NOT a good deal
17. If you can help it, do not shop with your children, they are more likely to ask over and over again for you to buy something.
18. Aim for whole foods. Look for things in the least processed form—whole grain or wheat instead of white bread, fresh fruit instead of canned or juice, and whole grain cereal or oatmeal instead of processed.
19. Pay attention to labels. Look for hydrogenated oils, high amounts of sugar, saturated fat, trans fat, lots of sodium, and cholesterol.

Avoid these like the plague. You want to stick with foods with high fiber, good fats, protein, vitamins, and calcium.

20. Skip eating out. It is never cheaper or more nutritious than eating homemade meals at home. Plan your meals and make your lunches at home.
21. Stick to your list. Don't buy anything unless it is on your list. These impulse buying practices will add up and cost you hundreds and thousands of dollars over the course of a year.
22. Avoid frozen dinners and prepared entrees. These cost way more and are usually much less nutritious. The sodium content is usually astronomical.
23. Drink water. If you normally drink a lot of sugary drinks, avoid them and stick with water. It is much better for you and costs much less.
24. If you know your stores layout, plan your shopping list according to the aisles. It will help you avoid running back and forth through the aisles.
25. Bring your own bags. I have started accumulating cloth grocery bags. They are far sturdier than plastic and way better for the environment. Do an internet search on the Great Pacific garbage patch. This is the result of plastic waste in the middle of the oceans.

### **Planning and shopping for a weekly meal**

This week ask if you are allowed to plan out a weekly menu for your family. Keep it simple, not overpriced dinners. Keep it routine, if your family likes Taco Tuesday, then keep Taco Tuesday. Plan for a variety of meals for the whole week. Think about what types of activities you

have that day and whether you will be able to make that meal. If you are going to be out of the house, it wouldn't be wise to make a baked chicken dinner or homemade pizza, think Crockpot. Plan according to your schedule. Find out what your budgeted amount is for groceries before you begin, so you have an idea of what to spend.

After you have planned out dinners, write down some lunches and breakfast ideas as well. Again keep it simple.

Next take the time and find out what ingredients you will need to prepare all of those foods.

1. Check your pantry for items that you already have.
2. Show your list to your parent and ask if it looks ok.
3. Head to the store and go shopping. I would highly recommend not going during the busy hours. Especially if this is your first time shopping, choose an "off" time like later at night or earlier in the day. The stores are less likely to be crowded and you will be able to focus and take the time to look around for what you need.

Remember all the tips I gave you and put them into action.

How did you do? Were you able to stay within budget?? Did you have to put some items back? \_\_\_\_\_

\_\_\_\_\_

### **Dining room clean/declutter/organize**

Go through, pick up, and put away any miscellaneous items. Do a thorough room clean as you did the living room:

1. Wipe for cobwebs
2. Wipe any light fixtures and fan blades
3. Wash any windows and curtains
4. Wipe the walls from the top to bottom.
5. Wipe off the table and use a wood cleaner to polish it. Make sure to do the sides and the legs. You will be surprised at how dirty they are.
6. Wipe off any chairs or benches in the same manner.
7. Wipe any other furniture in this room with the appropriate cleaner.
8. Put the chairs up on the table and do a good sweeping of the floor.
9. Wash the floor by hand.
10. If you have any other furniture in this room, go through and declutter in the same method as you have done for other areas of the home.

### **How to wash floors by hand**

Why would you need to wash the floors by hand when you have all these great devices that allow you not to have to get down on the floor? The answer is simple....for the thoroughness of doing the job by hand. For the most part, you can get away with doing this on a daily basis,

depending upon the traffic in your home. But as a rule of thumb, you should give your floors a good hand wash scrubbing about once per week.

Even though we have many devices that do a good job of cleaning on a day to day basis, sometimes a more hands on approach is needed. When that dried, stuck on food won't move, a good hand scrub will do the job. Corners get dirty by pushing the dirt into them, that the pad cannot pick up. A sponge mop just pushes the dirt around. A microfiber one picks up the dirt better. But by using your hands and a good cloth, you can make sure that all of the dirt and caked on food gets wiped up.

Begin by having your floors swept. This eliminates the need to pick up so much dirt with your rag. Then grab a bucket filled with warm water and cleaner. I use a microfiber cloth and it eliminates the need to have to use any other tool to "scrub" the floor with.

A safety tip to remember is to make sure that no one will be walking on the floor. If there are little ones in the home, get a fan so that the floor can dry quickly.

Start at your farthest away corner. Wring out your rag and begin wiping across the floor. It doesn't matter what "pattern" that you use. Just be consistent. Work from left to right, back to forward. Make sure that you pay attention to the kick plate under your cabinets.

As your rag picks up more dirt, wring it out in the bucket and continue wiping. If you have overhead fans, I recommend turning them on. Continue working your way out of the room picking up any dirt in your rag as you go. Don't just push the dirt, pick it up in the rag. Think of

scooping the dirt and grime from the floor into your cupped hand while wiping it.

Any stuck on food that won't get removed by the microfiber cloth can be done so with a flat spatula. Carefully scrape up the food and pick up with the cloth.

Dump the bucket into the toilet. This will prevent things from getting stuck in your sink drain. Make sure that the floor is thoroughly dry before walking on it.

### **Planning meals, special diets, and grocery lists**

This part of the lesson will be more of a reference for you to start planning for the future.

I would recommend making a Master menu of different meals that you enjoy making. Consider making a list of them and put them in your Household binder that we recommended making in the 36 week part of this course. You can continual add to them throughout the years of you making food. **ONLY** add them if you have made them and people enjoy eating them.

In your household binder, you can have a tab for recipes and add directions on how to make your favorite meals as well.

Having this list will help you in preparing meals for the week, when you are on your own. I like to organize them according to type:

- Soups
- Sandwiches
- Italian



- Mexican
- Casseroles
- Quick fix meals
- Hearty meals---like meatloaf, Salisbury steak, etc
- Chicken meals
- Crock pot dishes
- Baked items
- Desserts, according to seasons. Apples for fall, ice cream for summer, etc.

Your next step would be to create a monthly or weekly menu. You can create a simple sketch of a menu on paper or do it in Microsoft Word by creating a table.

I like to choose certain meals depending upon how my week is going:

- Monday----easy casseroles(Monday's are typically hurried from the weekend, this works well)
- Tuesday---soups and sandwiches(I can use the soup for lunch during the baking day tomorrow)
- Wednesday—Italian dishes (that is our baking day and we have fresh baked bread that goes well with this meal.)
- Thursday—chicken dish
- Friday---Crockpot meal (this works well as we are out running errands and dinner cooks while we are gone.)
- Saturday—heartly meals(these are good for ones that require more prep because I am usually home and have more time to commit to dinner.)
- Sunday—quick fix meals (keeping it simple for church.)

Everyone's plan is going to be different according to what works for their family. This is just a recommendation of what we use.

### **Special Diets**

In today's world sometimes you have to be careful when making meals for others. You might have someone who has a special diet and being aware of what not to feed them is important. Here is a general glimpse of what to avoid:

- High cholesterol-----stay away from fried foods. Creamy, thick, high calorie foods are not good. Keep it more plain and natural for these type of people.
- Gluten intolerance---avoid any type of grains. Don't use pasta, breads, etc. There are many gluten free noodles at the store. Most every package has to disclaim whether it contains gluten or not.
- Dairy allergy---stay away from dairy products. No milk, cheese, yogurt, sour cream, cream soups, etc.
- Diabetic---avoid sugar. Be careful of fruit, which contains natural sugar. Eating processed foods is a bad choice as well.

As with everything, if you will be serving someone with a particular food allergy, ask them some recommendations that you can make to serve. If it is a potluck party, you can always ask if they would make something that would suit their particular diet need.

Your final step in planning is making a grocery list for the items needed. I like to plan my grocery list according to the aisles. It makes it easier as I don't have to go back to an aisle if I forget an item. I keep a Master Grocery List for items that we normally always buy with

a line next to it. If I need an item, I can write however many I need on the line.

To make the list, you would go through your menu and write down the items that are required in making the dish. Check your pantry first and if needed, add it to your grocery list.

Here is a sample:

Store		
___ lettuce	___ rice	___ frozen vegetable
___ carrots	___ sesame seed oil	___ tater tots
___ green onions	___ soy sauce	___ ice cream
___ celery		
___ cucumbers	___ spaghetti noodles	___ milk
___ apples	___ elbow macaroni	___ butter
___ bananas	___ spaghetti sauce	___ sour cream
___ potatoes	___ Alfredo sauce	___ orange cheese
___ onions	___ nacho cheese	___ white cheese
___ jar garlic	___ flour	___ coffee creamer
	___ baking soda	___ coffee
	___ baking powder	___ apple juice

## Declutter and organize

This week, use your decluttering and organizing skills to bless your family in a big way. Ask them which area of the home needs going through. It might be the garage, the attic, a shed, or the basement. Whatever the area, use the same principles you have been taught up to now. Do a thorough job and make them proud of what you do.

Grab your cleaning supplies, a trash bag, a box for donating, and your box for other areas of the home.

Work in a clockwise pattern, and from top to bottom in the area. This might take you a few days, but that is good. It will be a HUGE blessing for your family.

If your family has no need, maybe an elderly relative or neighbor needs some help. Ask around find out who it is you can help.

## Laundry

Taking care of the laundry will require much time and energy in your life. Knowing how to do it properly and efficiently will help you cut down on many wasted hours of work.

To begin, sort your dirty laundry:

- Pile for towels, rags, washcloths
- Pile for bedding
- Pile for lights, whites, etc
- Pile for babies
- Pile for darks

- Pile for work clothes
- Pile for reds---these may "bleed" onto lighter fabrics

It sounds like a lot of piles doesn't it? Not everyone will have that many it depends upon their families needs. A generalized way is to sort your lights from your darks. Otherwise your lights will start looking dingy. If you have red clothing, sometimes the colors will bleed onto others, check the labels for any new clothing as how to launder it.

You can throw a few towels with their respective piles (light or dark) if you have only a few to launder. If you have nicer item clothing like dress clothes, keep those separate from your work clothes.

To begin, put them in your washer. Make sure to evenly separate the clothing around the drum in the washer. If you put heavier items all on one side, it can make your washer off balance when spinning. Unroll pants and put them around the washer, instead of stuffing them in the same place. Do the same thing for bedding, wrap it around, instead of stuffing it into a ball.

Add your desired amount of soap. Check your labels. Typically you can wash everything in cold water. It saves on your utilities bill. The only item we washed in hot water was cloth diapers. We needed the hot water, to get rid of the bacteria. Skip the fabric softener, it is unnecessary. If you want a natural choice, use one cup of vinegar instead of commercial brands. Your clothing will not smell like vinegar when dried.

Make sure not to over fill your washer. The clothing needs to be able to move back and forth to wash it. If it is too stuffed or compacted it can't get clean.

Double check the settings for:

- Proper water fill

- Water temperature
- Wash settings—a regular wash is normally fine for everything

When it is done, you can take it out and put it into the dryer on a regular dry mode. For towels and beddings, a higher heat setting is needed. If you have access to a clothesline, hang out your items. Let the sun dry your items, its FREE. Be sure to hang just the ends over the rope, you want most of the item to blow freely to dry thoroughly.

### **Tips for hanging clothes on clothesline:**

In the warmer months, this is a very effective way to cut back on your utility bills. By utilizing the "free" warm air outside, you can have dried clothes in a matter of hours. It sometimes takes some getting used to the stiffened clothing and towels, but if you think about how much you are saving---sometimes it is worth it. The stiffness will go away.

I recommend getting all of your washing done in the early morning hours ready in baskets to be hung out when the sun comes up. Take all of it out and begin hanging on the line. If you are going to be doing this much of the time, I recommend getting something to put your basket on top of so that you don't have to bend as much when getting clothing out. You can keep your clothespins in a utility bag as to not lose them. Typically, depending upon the humidity, your laundry should be dried by early afternoon and ready to be brought in and put away. I like to take like items off and set them in the baskets. That way when we put them away in each person's room basket, it is much easier than having to sort them. Towels we fold right from the line to the basket.

## **Here are some tips on how to hang clothing properly:**

### Jeans/pants/skirts

Hang them by the waistline.

### Shirts and blouses

Hang them upside down by the side seams. If you hang them on the top by the shoulders you will have puckers from the clothespins when dried.

### Sheets

Hang folded over the clothesline

### Towels

Pinch one end and hook to line with clothespin. Take your next towel and let it overlap the first one just a tad and then hook that corner with a clothespin. You can do this for washcloths too. It saves on using up all your clothespins and the amount of time to remove each pin when dry. Just be careful how much you let overhang together.

### Undergarments and socks

If you don't want the whole world seeing these, hang them on the back of the line or in the middle row. Hang socks by the toes. You can put a pair together.

## **How to get stains out**

There is nothing worse, than having a stain get on your favorite shirt and then ruining it. Prevention is best, but obviously that is impossible at times, but knowing what to do comes next.

Know that if you put the item through the dryer or wash in hot water, the stain WILL set. Try and take care of it immediately. If you spill something on your clothing, take it off and rub a little bit of laundry soap and water on the area. If it is a heavier duty item, like jeans, you can use a small brush to help scrub away the stain.

The sun, is a great natural stain remover. If you scrubbed the area and it is still there a little, go hang it directly in the sunshine. Typically it will bleach out the stain.

### **Here is a handy chart for reference for certain stains:**

Chewing gum Adhesive tape	Apply ice to harden surface, scrape with a dull knife.
Blood	Rinse in cold water. A squirt of peroxide will usually remove the blood with ease. Test an area first.
Crayons or candle wax	Scrape off with a dull knife. Place stain between 2 clean paper towels and press with a warm iron. Change towels frequently to absorb more wax and to avoid transferring stain.
Ink	Sponge the area with alcohol, rinse thoroughly then wash.
Any other stains	Apply detergent, or even dish soap with water and try and scrub it out. Dish soap will help remove any grease type stains.

### **How to fold**

As soon as your clothing comes out of the dryer, it is best to fold and put away to avoid wrinkling.

#### **How to fold shirts:**

- Begin by holding the shirt by the shoulders between forefinger and thumb in front of you.



- Using your fingers, fold the sleeves back.
- Fold the shirt in half, horizontally, so that the hem touches the neck.
- Smooth.

### **How to fold pants**

- Begin this method by holding the pants in front of you.
- Then you'll fold the trousers vertically, bringing the legs together, with the pockets on the outside.
- Finally, bring the legs to just above the top of the pocket or about two or three inches below the waistline if there is no pocket.

### **How to fold skirts**

- Fold in half horizontally.
- Then fold the hem to the waistband.
- Fold a second time side to side vertically. The hem should be inside the folded garment. It will be a rectangle shape.
- Finally fold side to side vertically. The hem should be on the inside of the garment and will be a square shape.

### **Folding for travel:**

- Fold a pair of jeans in half, lengthwise. Roll up the length of jeans from the bottom to the cuff.
- Place a t-shirt face down on a flat surface. Fold it's sleeves back onto the main body of the shirt. Fold the shirt lengthwise before rolling it up.
- For skirts and dresses, lay them face down on a flat surface. Smooth them to avoid bunching of the fabric. Fold the clothing lengthwise so that one half is covering the other half. Smooth

again. Fold from the bottom, so the hem touches the neckline. Begin to roll from the bottom.

- If you have to take a bunch of clothing make outfits. Place your pants on the bottom with shirt, underwear, and socks on top of each other. Fold and roll together as one unit. You can even secure with a rubber band. This works well if you have many people to pack for.

### **How to avoid ironing**

I have never used an iron regularly in my home. When we were first married and I didn't know much about hanging up your clothing right away to avoid wrinkles, I would iron my husband's shirts with a pan of hot water! We own an iron now but we use it for those melty beads my children like to make. My daughter uses it for ironing her quilt squares, but I can honestly say I have not used it for clothing since those beginning days of marriage.

If we have dress outfits, I hang them up immediately after they come out of the wash. I pull down on them to smooth out the wrinkles. Sometimes I might put them in the dryer for a few moments and then take them out while still damp to straighten and smooth.

If we are wearing an item that is slightly wrinkled from being in the closet, we hang in the bathroom while someone showers. The steam will help remove the wrinkles.

I also do not buy anything that isn't wrinkle free on the tag. It just makes more work for you, something we can avoid.

## Clothing know how

Clothing, especially for a girl can sometimes be huge. It seems that we need to have a special outfit for this event, or we need so many different clothes as to have "enough" compared to other people. We want ones that look cute, or good on us. Sometimes we just want to fit in and wear what everyone else is wearing. Those are all normal girl things.

But what is the purpose of clothing? Why do we need it? To clothe us, right? Clothing is to protect our bodies to damage from the sun and the elements of weather. It is also to clothe us modestly. When you read in Genesis when Adam and Eve sinned, they quickly realized they were naked. They covered themselves as much as they thought they should be covered. Then God said it wasn't enough and clothed them in animal skins to cover them further. Our interpretation of what is modest, is NOT what God wants. We have to go beyond just covering our private areas. We need to think about what our bodies portray to others.

In 1 Timothy 2:9 it teaches us that as Christian women, we are to dress modestly. We are to focus on our inner attractiveness rather than being overly concerned with outward appearances.

We should try and look our best and enjoy what God has given us. You don't have to go around wearing clothing that is plain and frumpy. Don't use your God-given beauty for selfish reasons, like by gaining lustful attention from men or by competing with other woman, use it to glorify God. There are so many cute and stylish ways that you can dress nowadays in skirts and in pants. Ways that are modest and pleasing to the Lord. Stand in front of the mirror, bend down and see if you can see your breasts. Lift your hands up, does your belly or back show? Check what you look like from behind. Are your pants or skirt too revealing of your body? If Jesus was standing next to you, would He

be pleased with your attire? Ask yourself are you dressing for others or are you dressing for Jesus?

### **How much does one need?**

Okay, I have seen the movies where it is every girls dream to walk into that HUGE walk-in closet and see rows of shoes, bars filled with every outfit imaginable, stacks of t-shirts and coordinating scarves and accessories for everything. It seems like a dream come true. Never have to worry about what to wear because you already have numerous outfits to choose from. Seems wonderful doesn't it?

Unfortunately, instead of enjoying the benefits of owning fewer clothes, most of us buy into the lie that more is better. Since we do that, we accumulate more and more clothing each season. We are convinced that new clothes will make us more joyful, more fashionable, and more popular. Unfortunately they just end up getting in the way and become idols in our life.

Consider taking a different route in your life, try owning fewer clothes. Think about what this could do:

- You would have more disposable income—or your parent's would 😊
- You would have more time to live your life.
- Morning's would feature less stress.
- Your closet's would be well-organized and uncluttered.
- Packing for things would take less time.
- Laundry days would be easier, not necessarily less, but easier.

### **How do you go about having less clothing?**

1. Admit that you have too many. That is how it all begins.

2. Wear fewer colors. Most everyone has a few favorite colors that they enjoy wearing. Keep your wardrobe simple and find what looks best on your skin tone. If you choose a basic color, then you will naturally only need a few accessories to match.
3. Own ONE of things. Have one pair of tennis shoes, one belt, one coat, one swimsuit, etc.
4. When shopping, look for quality over quantity. Choose a well made t-shirt instead of buying 3 flimsy ones.
5. Dress to impress with your character not your clothing.

Is there a special formula for how much clothing we should own? It all depends upon what type of needs you have in your life. If you need to dress up each day of the week, you are going to need nicer outfits. If you are at home and just need everyday clothes, you won't need as many outfits.

I would choose a few nice outfits to wear for church and when you go out. Have 3-4, and you can rotate them each month and if you choose a basic color wardrobe you will be able to mix and match your outfits.

If you are home most of the time, you will only need a few comfortable wearing skirts or pants to get through. Choose ones that you feel good in wearing. If you don't like something about how they fit, get rid of them, keep only what you like. If you choose a neutral, solid color skirt or pant, they will go with more choices of tops. Avoid the prints and keep it simple.

Choose some tops that are practical to what you do each day. Try on all of your tops and decide which ones fit properly and which do not. Keep what you feel is comfortable. Do the modest test, by bending over, putting your arms up in the air. Do any areas show that are not supposed to? Get rid of them. Stay basic. To make your tops more modest, keep a small supply of t-shirts to wear as undershirts.

Buy only neutral colored shoes or sandals. Find ones that go with your base colored wardrobe and it will be much easier to match them up. Simplify, find comfortable ones and keep one of each kind.

Make your clothing choices stress free and easy. Don't waste time deciding what you are going to wear each day

### **Natural vs. Synthetic fibers**

Just some FYI about the types of materials used in making your clothing.

Natural fibers are the fibers that are created from plant or animal sources. They typically allow your skin to breathe better and are considered more comfortable, especially in very warm climates. The downside of natural fibers is that they tend to wrinkle and can shrink when washed and dried in very hot temperatures.

Here are some common natural fibers used in clothing:

- Cotton
- Linen
- Wool
- Silk

Synthetic fibers are just that—synthetic or manmade. They have the luxury of being longer lasting, resilient, and have less tendency to wrinkle. Each synthetic fabric has specific care instructions that are important to follow in order not to ruin the fabric. Some synthetic fibers will melt when exposed to a high heat source like an iron or dryer.

Here are some common synthetic fibers used in clothing:

- Nylon
- Rayon
- Acrylic
- Acetate
- Polyester
- Spandex

Some synthetic fibers are not as comfortable to wear as natural. This has caused the clothing industry to combine the best of both worlds. If your clothing is a natural/synthetic blend more than likely it will be:

- Stain resistant
- Comfortable
- Has a little "give" to them
- Wrinkles way less

### **Having a donation event**

Part of becoming a daughter with purpose is about donating your time and energy to helping others. This week, I want you to think about how you can organize an event to provide for the needs of someone else.

Hold a "donation only" sale at your home or church. All those items that you have accumulated by decluttering, encourage other friends to do the same. Use the "extras" to hold a "donation only" sale. I say "donation only" because I believe we are to hold to what Jesus stated in scripture: Luke 19:46 "Saying to them, It is written, My house is the house of prayer: but you have made it a den of thieves." When holding a garage sale, pray beforehand that God would allow you to raise the amount of money needed for \_\_\_\_\_thing. Don't price your items, tell people that it is a donation only sale and that you are raising money for\_\_\_\_\_. If they can give, then let them do so in the donation

box provided. Let your faith be put into action, by God providing what you need. This way you can be a blessing to someone, who maybe cannot afford items as well as allowing those that can give to be a blessing.

There are many "needs" out there. Find what is passionate in your heart and find a way to help. Set up a diaper drive for the local pregnancy care center. If baking is your specialty, bake items for the newcomers at church. Set up a schedule for a family who just had a new baby and ask around church for others to take a meal to them. Brainstorm and think of ways to provide a blessing for others.



## Basic skin care

Following the basics of good hygiene is important for everyone. We can cut down on many skin problems by just taking the time to care for our skin. If you take care of the skin that you have now, you won't have to worry as much about trying to "fix" the problems as you get older.

### Sun

I remember being in high school and one of my friends had very pale skin. She didn't sit outside and bake like the rest of us did. But that friend today at 40 years of age, looks extremely youthful. Her skin has far less wrinkles than anyone else that I know our age. The key to having great skin is to minimize the amount of sun it receives. You don't have to completely cover your skin, but if you wear a light sunscreen (at least SPF 15) to help prevent the amount of UVA rays it receives daily then you will be farther off in the long run. Skin cancer is a real disease and some doctors report that the amount of times that you are burned greatly increases your risks of contracting the cancer. If you want a nice sun-kissed look, go for the long term of tanning by wearing sunscreen and only exposing for a minimum amount of time in the sun each day.

**AVOID TANNING SALONS AT ALL COSTS!!!** They are cancer in a building just waiting to happen.

**Here are some tips to follow to have great looking skin:**

1. *Get enough sleep.* Getting enough sleep each night is the biggest cure all for dark circles and healthy looking skin.

2. Eat a variety of whole fresh foods. The adage is true....you are what you eat!
3. Exercise each day. A good workout doesn't just burn calories, it also helps deliver oxygen and nutrients to your skin.
4. Stay hydrated. Drinking 6-8 glasses of water each day is imperative to hydrating your skin from the inside out.
5. Exfoliate your skin. Use a face scrub with round beads to slough off dead skin cells, and glowing skin will emerge underneath. Don't just do your face, focus on your neck and back—where that sometimes irritating oil lies. A very simple natural exfoliate is made by mixing coconut oil and raw sugar. Try using this on your feet----it will be way better than the expensive store bought stuff.
6. Go all natural. Try leaving your face open to the oxygen your skin needs. Wear a minimal amount of makeup-- mascara and a lip gloss. Keep it simple.
7. Keep your face cleaning routine simple. Wash, tone, and moisturize. Don't overload your skin with tons of products. It will be more prone to rashes and breakouts.

### **Everyday skin routine.**

In the morning, if you don't shower, make sure to wash your face with warm water and a washcloth. You can splash on some cool water to help "wake up" your face in the morning. Keep your skin all natural and go about your day.

In the evening, if you wear makeup, remove all makeup BEFORE you go to bed. Wash your face with warm water and a light face cleansing bar. Massage your face as you are cleaning it, to improve circulation.

Rinse, and blot dry your face. Apply a toner with a cotton ball to tighten your pores. You can then apply a facial moisturizer to work your skin while you sleep.

If you want to do an exfoliate and a deeper pore cleaning routine, limit this to 1-2 times per week. Overdoing it, will lead to rashes and it producing too much oil.

If you are planning on going out to a special place and you want your face to look the freshest—avoid doing any type of mask or exfoliate the day before and the day of otherwise you are going to be prone to pimples appearing. Do this type of skin care about 4 days in advance. That will allow any blemishes that may form to disappear before you go out.

### **Natural recipes**

I have tried numerous products that are on the market and nothing beats a natural homemade one. Try one of these and see if you notice how much better it makes your skin feel plus it will help your wallet by costing far less than name brand items!

#### **Natural face wash**

Add a few drops of castile soap onto a warm washcloth. Wash your face as usual. Will not strip your skin of its natural oils or add ones to it.

#### **Natural moisturizer**

Pure coconut oil is all that is needed for moisturizing the face. It is naturally full of collagen supporting lauric acid and is easily absorbed by the skin. Even for oily and acne prone skin, coconut oil's natural anti-bacterial properties make it a great option.

### **Natural sugar scrub**

½ cup raw, white, or brown sugar  
¼ cup coconut or olive oil  
Mix together and store in an airtight container

Apply to wet skin and massage, it will leave your skin feeling like silk

If you have very oily skin, you can use baking soda mixed with a little water to help remove black heads

### **Natural toner**

Diluted apple cider vinegar toner helps keep oil at bay. A tablespoon of apple cider vinegar in a cup of water stored in the fridge works great.

You can also put disposable make up pads into a container, add some witch hazel and a few drops of tea tree oil for a natural antibacterial toner.

## Basic hair care

Here is a basic routine for keeping your hair in good shape

1. Brush your hair every morning. I know it sounds the obvious, but you may be surprised how many people just wake up and throw their hair in a pony tail. Brushing your hair is keeping it tangle-free. It also helps distribute natural oils evenly throughout your hair. This gives your hair a healthy shine. Do it gently, with a wide toothed comb, you don't want to break the hair. If you have tangles, work from the bottom up, in sections to help untangle. Skip the brush and its ability to rip out your hair and produce split ends.
2. Keep your hair clean. How often you need to wash your hair depends upon the type of hair you have. Not sure what to use? Experiment with these sample schedules and see how your hair reacts. Stick to the schedule no matter what happens.
  - a. Dry course hair====wash every 2<sup>nd</sup> or 3<sup>rd</sup> day
  - b. Normal hair===wash every other day
  - c. Fine and oily hair===wash every day
3. Massage your scalp in small circular motions to stimulate blood flow when washing your hair. Concentrate on your scalp to remove any built up oil. You only need to wash your hair once, skip the second washing recommended on the bottle, it just wastes your shampoo.
4. Apply a hydrating leave in conditioner after you shampoo your hair. Apply it mainly to the tips and work your way to the roots.
5. Towel dry your hair careful. Blot your hair instead of wringing it out with a towel.
6. Try and limit the number of styling tools used in your hair. The more heat producing ones will increase your risk of damage. If you use heat styling products all week, try and let your hair rest at least one day per week.

7. Style your hair every day. Even if it is a simple pony tail or headband look, do something with your hair. Be gently and don't pull or tug on it unnecessarily.
8. Before going to bed, brush your hair gently. This will rid the hair of knots and tangles . Tie your hair in a loose pony tail or a simple loose braid. That prevents tangles as you sleep.
9. Get a trim when needed. For myself when I was young, I would trim my hair every 6 weeks to rid it of split ends. As I have gotten older and no longer have time to visit the salon, I realize that my hair is in really good shape even after not cutting it for months at a time. I never use a blow dryer and only use a flat iron for Sundays. For the most part it is air dried and left to hang or be put up in a pony tail. Check the condition of the ends of your hair if they are split, you need a trim, if they are fine, save the money.

### **Good hygiene tips**

Here are some basic tips for good hygiene:

1. Take a shower daily. You need to wash dirt and oil off of your skin. This is especially important after you exercise. If you can't clean off right away, at least change out of your sweaty clothes and put on clean ones. Use a scrubbie pouf with soap and pay attention to these areas that oftentimes get overlooked like:
  - ✓ Neck
  - ✓ Behind ears
  - ✓ Chest
  - ✓ Upper back
  - ✓ Arm pits
2. Brush your teeth. Take at least two minutes total or about five seconds per tooth, twice per day. Brushing and flossing helps

- keep your teeth strong and healthy. Flossing is important for removing the food between the teeth and helps prevent cavities.
3. Wash your hands. Do this many times throughout the day to avoid germs and sickness. Keep a bottle of hand cleaner handy for those times you can't get to a sink.
  4. Sleep. Get a good's night sleep. Usually 8-9 hours are needed each night. This will affect you in a huge way.
  5. Naps. For those of you that have many things going on....take a quick power nap. Sleep no more than 20 minutes to help recharge you in the afternoon. Anymore, and you will wake up feeling exhausted.
  6. Brush your hair every day. To help keep oils off your face, keep it pulled back. Wash your pillowcase every few days to remove oils left from your head. Those will get on your face and lead to breakouts.
  7. Applying deodorant. Every girl sweats differently but one thing is usually true, that body odor is not a pretty thing. Be sure to shower each day and then immediately apply deodorant. You don't want to be offense to others around you.
  8. Keep your nails trimmed to a good length. File edges to make them smooth. Do not chew your nails, keep a file with you at all times in case of breakage.
  9. Cut toe nails and push back cuticles on a regular basis.
  10. Walk and hold your head high. Don't slouch, pull your shoulders back and keep your head up. You are daughters of the King, be proud of the girl that He has made you to be.

### **List of the dirtiest things that you touch each day**

Think of all the areas that we touch almost every day that are full of germs. Some of these are pretty obvious like the toilet, money, light switches, and shopping carts, but others we might not think much of.

Things we can be aware of and be sure to "clean" daily or apply hand sanitizer as needed.

- cell phones
- computer keyboards
- checkout credit/debit card reader at supermarket
- the remote
- kitchen sponges
- the shifter knob in your vehicle
- refrigerator door handle
- restaurant menus
- adding lemon to your water in restaurants-do you think the waitress has washed her hands?
- bathroom soap dispenser
- purses-think of all the areas you set your purse on
- buttons on atm machines, elevators
- condiment containers
- gas pumps

### **Exercise**

Part of being beautiful is taking care of the body that God has given to us. We can't just sit around and expect our bodies to stay the same. I know you are tired, it takes motivation to get started, but once you do you will be amazed at how much energy you will start to have by simply exercising each day. Aim for 5 days a week and 20-30 minutes of good heart pumping exercise. Find something you enjoy doing whether it be walking, hiking, running, dancing, bike riding, or swimming. Whatever it is, just do something. Walking and running are free and even if you don't have a road or sidewalk to run on, you can run around the outside of your house.

Be sure to wear some good running shoes with support. This will help protect your ankles from injury. Wear some comfortable clothing. If



you wear skirts, make sure they are shorter and looser to move freely in. If you can't walk fast because your group is slow, try walking backwards to give you a harder, different muscle targeting workout. You can also jog in place and still advance slowly as your group does, this allows your heart to be pumping as you bounce up and down.

You can add some extra exercises in that can be completed indoors. Aim for every other day to try these out. There are many different exercise programs out there, but this one we found and thought it was simple enough to do. You do each activity for 1 minute each. Do it in this order. If you are unsure what the exercise is, do an internet search of how to do it.

This is a simple and easy way to work all of your muscles.

1. Jumping jacks
2. Wall sit
3. Push ups
4. Abdominal crunchers
5. Step up onto a chair
6. Squats
7. Triceps dip on chair
8. Planks
9. High knees, running in place
10. Lunges

## **Water**

Water is one of the most important substances on earth. All plants and animals must have water to survive. If there was no water there would be no life on earth. There are a myriad of health benefits from drinking water:

- Helps promote weight loss--fills your belly up instead of eating so much food.
- When you think you are hungry you are usually just thirsty.
- Boosts immune system--you are less likely to get sick when you drink lots of water. You are constantly flushing out toxins and bacteria from your body.
- Most common cause of daytime fatigue---DEHYDRATION. Guzzle some water and feel great.
- Less headaches--flushes out the toxins from your body.
- Cures back pain, prevents sprains and cramps---lubricates your joints and helps keep your muscles elastic to prevent joint pain.
- Improves skin complexion---moisturizes your skin, keeps it fresh, soft, glowing, and smooth. The best anti aging treatment around!
- Most adults are popping pills for ailments and diseases that could have been prevented from properly hydrating and flushing out toxins from their bodies.
- Makes you rich----even if you buy bottled water, it is still cheaper than gourmet coffee and soft drinks.

How do we go about replacing our current drinks with water? You may really love your can of soda everyday and can't live without it. I would say, don't drop it completely. Slowing start adding water to your daily routine.

For myself, I set up my "triggers" to know when I am supposed to drink them. I fill a 24 ounce water bottle and I have to drink two before I eat lunch. I make sure to drink one more before I have an afternoon coffee. Then another before dinner. This way I know that when I look forward to that cup of coffee in the afternoon, if I haven't drank my water, I do that before I have my coffee.

Set up times that you have to finish your container of water or you will not get that next thing, whether it be lunch, snack, a soda, etc. When you set a goal with a trigger it is easier to remember to drink the water. Otherwise it will sit on your counter top for the entire day.

In time, your body will start eating less food, and your cravings for your soda or other high calorie drinks will lessen as well. You will definitely notice that you do not need a cup of caffeine to keep yourself going for the day. Plus your body will start feeling amazing by flushing out all the toxins.

Pay attention to your "triggers." Immediately drink a container of water when you notice that you start to feel sluggish, have a headache coming on, or when you start feeling hungry. You will begin to notice that your body reacts positively because it was under hydrated.

### **Ways to make water taste better:**

Even though I drink a lot of water in one day, I still do not like the taste of it. For myself I add a green tea bag to my water bottle and leave it in there for the whole day. I get a nice taste to my water.

Other options are:

- add a squirt of lemon juice
- squeeze a lime wedge
- add a mint leaf
- add an orange segment
- add a dash of peppermint extract for a refreshing taste
- add a natural tea bag to your water
- add a packet of vitamin C
- for a natural detox, add 1 Tablespoon pure maple syrup and a squirt of lemon juice

- add pieces of fruit
- add a slice of cucumber

### **How much should I drink?**

There are many opinions about how much you should be drinking. You can tell by drinking until your urine color is a light pale color. It is rare to over-hydrate yourself but you can surely under hydrate yourself.

For our family we drink a little more than half our weight in ounces. If your weight is 130 lbs drink 65 ounces of water.

If you haven't been drinking much water you will notice how much you have to go to the bathroom each day----that is good! You are ridding your body of toxins. Keep at it.

## Mending

Every person should know how to make a few basic repairs when it comes to clothing. You never know when a button will just pop off or when a hem will come out of a skirt you are wearing. Having a small personal mending kit is important to have. You can choose to put it into a small plastic container or use an old pencil case. Here are some items to put into your kit:

- pin cushion
- scissors---only use these for material and sewing
- seam ripper
- measuring tape
- a few miscellaneous buttons
- safety pins
- needles—to thread
- thimble---if you are going to push a needle through anything thick you definitely want one of these
- stitch witchery—sometimes you don't have time to sew. That is when you will use Stitch Witchery. You put the tape between the two items that you want to stick together, use a hot iron, and they are stuck together. Great for quick hems.
- ball head pins-sometimes you are going to have to hold something together with pins while you work on it. The colored head pins make it easier to spot if you were to accidentally drop them on the floor.
- thread—start with the basics a black, white and tan colored thread.

## **Repairing a hem**

While running out the door you notice that the hem has come loose on your skirt or pants, what do you do? A real quick fix would be to use a safety pin and hold the fallen part into place. The second easy fix would be to put a strip of Stitch Witchery and iron it in between the two pieces of fabric. The third option would be to hand sew it to fix it.

Begin by ironing the skirt or pant leg that needs to be fixed. It is hard to try and sew a straight line when your fabric is all wrinkly. Take note of how the hem is around the clothing. It should fold up with a small fold and then a larger fold. Iron each fold to make it stay flat. If you skip this step, your material is likely going to roll on you and you will have an uneven hem. Take the time to do it. Then do a simple running stitch to the area.

## **Threading your needle**

Take out about one yard length of thread. This is an easy amount to work with. A little tidbit...with your arm extended straight out to your side the length from the tip of your finger to your nose is about one yard. This will help you know about how long a yard is. Thread the end of the thread through the eye of the needle. You can put the end of the thread in your mouth to help make the ends "stick" together by moistening it. Once through, make the two ends of the thread meet and tie a knot. This will allow the thread to be double thickness and a bit stronger.

## **Running stitch**

This is one of the most basic stitches. When you are finished, you will have the same appearance on both sides of the joined fabric.

Start on the wrong side of the hem and pull your knotted thread through to the right side. Continue going up and then back down in a straight line through the material until you get to the end of your broken hem. Move in even spaces while going through the material.

### **Back stitch**

If you need a stronger stitch, this is an advanced variation of the simple running stitch where you constantly take one step back and two steps forward along your stitch line. When you are finished one side will look like a simple running stitch but the other side will have a line of overlapping stitches.

### **Whipstitch**

If you were to imagine what it looks like, think of a spiral bound notebook. It just whips around and around. This works good to repair a pillow, busted seams on clothing, pockets that have split open, or hems that have split on the bottom not at the hemline. This works great for cushions on your couch as well. Make sure to choose thread that matches what you are repairing as you will see it.

- Fold the ends of the material inward and pinch shut. If you need to hold it together, use some pins.
- Hide your thread knot and bring the thread from the inside through the outside of the hem fold.
- Moving from right to left (or left to right if you're left-handed), cross over diagonally and pick up a few threads of the fabric above the fold. Keep the needle pointed in the direction in which you're working.
- Bring the needle back out through the fold and repeat.

- When you have sewn all the way to the end of your repair, go back a few diagonals to make the stitch stronger and then tie the knot. After you bring up the thread, go through the hole and tie it off. Cut off any loose threads.

### **Button repairs**

At some point in your life, a button is going to need to be sewn on. I have found that for heavy duty items like coat buttons, use dental floss instead of regular thread. It is near impossible for the button to fall off.

- Use a double strand of thread for this.
- Secure beginning thread with a knot underneath the button and piece of fabric.
- Bring the thread up to the right side of the fabric and through a hole in the button. Thread it back through an adjacent hole.
- Pull the thread.
- Go into the first layer of fabric. Slant needle toward the same general location where the thread came up through the fabric to the right side.
- Continue stitching in the same place for approximately 6-8 stitches.
- When you have made your stitches around the button holes, end up underneath the button and wind the thread around the underside of the button.
- Make a loop and tie off your thread.
- Test to see if your button feels secure, if not, repeat these steps.



You can practice these procedures on a small scrap piece of material.

If you need a visual, look online at some videos to view how to do these simple sewing practices.

### **Simple sewing projects**

You can choose any of these simple projects to make with some scrap materials that you might already have around your home. Ask a parent on how to use your sewing machine if you have one. If you don't you can do these by hand as well---they just take longer.

#### **Sachets**

These are great if you can get some fresh dried lavender or you can use dried potpourri from the store. Cut two squares of equal size from scrap material. Place scraps right side together. Sew a continuous running stitch around three sides of your square, real close to the edge. Turn the squares right side out. Fill with your scented items. Tuck the unfinished edges inward and do a whipstitch to close your sachet. Give these as gifts or put some in your drawers.

#### **Easy apron**

This is great to make for a child or a girl's group. You will need one tea or dish towel and a roll of ribbon—7/8" or 1.5" wide in coordinating colors.

Measure the waist of who will be wearing the apron and add about 36 inches, to determine your ribbon length. Cut the ribbon. Line up the middle of your ribbon piece with the middle of the dish towel. Secure it with some pins. Sew a simple running stitch to secure it to the towel. If you have a machine, it will hold much better. If you must hand stitch it, be sure to go back on the edges a few times to secure it.

## Denim skirt out of jeans

Take a pair of jeans and decide how long you want your skirt to be. Add an extra  $1\frac{1}{2}$  inches for your hem. Cut across the jeans the length you want the skirt to be. Use a seam ripper to unpick the inner seams of the jeans. Unpick the front and back seam a couple of inches. Then, overlap the angled edge of the jeans over the other side of the jeans. If it's still puckering and not quite laying flat, unpick the seam just a bit more. Next, sew the flap down, stitching right along the original lines where the jeans were sewn together. Do the same on the back. However, you may have to fold the edge of the flap under just a bit, so that there are no raw edges. Now, you'll need a bit of fabric to fill in the gaps between the pant legs. Cut a piece from the pant leg. Place it between the gap from the back side and pin in place. Sew in place, right along the same seam lines. Repeat on the back. Then trim away the extra flaps of fabric on the inside of the skirt. Trim the bottom edge of the skirt. Then fold under the bottom edge  $\frac{3}{4}$  of an inch under and the another  $\frac{3}{4}$  of an inch. Sew in place. Iron your hem flat. Now you can wear your skirt.

**\*\*Please note that when sewing through thicker fabric like jean, go slow as to not break your needle.**

## Hospitality

Being hospitable means that you put other people first. You bring them into your warm, inviting atmosphere. If your home is a mess or something is not right, you don't let your guest feel like they are "inconveniencing you or burdening you" at that time. You focus directly on your guests and making them feel like you want to take the time for them.

### **Some tips to show hospitality in your home:**

- Put away your cell phones while visiting with others.
- Look directly into the person's eyes while speaking with them to show you are paying attention.
- Don't let your conversations be about you, focus on your guest and getting them to talk.
- If you can plan ahead, clean up your home or your visiting area.
- Light a candle, prepare a simple snack, keep distractions to a low.
- Make sure to give your bathroom a quick wipe as well.

What about if you can't do hospitality in your home due to scheduling difficulties or inability to do it? Maybe you have many younger siblings and it would just not be a feasible thing, does this mean you can't be hospitable? Of course not. Being hospitable means we can look for ways to help someone else out. This doesn't always mean that we have to put on a full course meal for a family. It can be as simple as:

- Giving cookies or baked goods to someone. When baking a batch for your family, double it and make a plate for a neighbor or someone else you know whom would like them.
- Drop off a treat that a friend would love. Especially a mom who is at home all day long with little ones. A gourmet coffee just for

her, would be much appreciated. Don't forget an simple snack for the little one to prevent the grabbing hands of mom's treat. 😊

- Deliver muffins for breakfast—help a mom out so she doesn't have to make breakfast.
- Take dinner to a family whom you think it would bless. It could be a new mom, a sick family, a single mom, or maybe someone whom you know needs a break. Keep it simple, baked rigatoni and a loaf of bread. It will be appreciative.
- Offer to babysit. Give a new mom a chance to get something done and offer to watch her children for a few hours. This can be while she is in the home getting some much needed projects done.
- Lend your ear to a widow. Someone whom would appreciate friendly conversation because life is probably more quiet. Do some talking, but mostly listen. You might be surprised at some wisdom gleaned.
- Offer to help clean someone's home. Doing something that might come easily for you, like cleaning, can seem like a mountain of work to do for an older person. Don't expect money, do it because you want to help.
- Sweep your neighbors porch, rake their leaves in the yard, or offer to wash their vehicle.

**If you see a need and you can fill it, make it happen!**

### **Meal manners**

It takes much time and effort to have an attractive table and a tasty meal. When a cook prepares a meal, you should respect the time and effort by coming to the meal with a decent appearance, a grateful attitude, and careful consideration for the others dining. Slouching in

your chair, displaying a grumpy, negative spirit, and being thoughtless or selfish can ruin an otherwise wonderful meal.

No one enjoys eating with someone who wolfs his food down, slurps his soup, talks with his mouth full, and burps loudly. Manners are common courtesy shown to others so that everyone can enjoy delicious food in a pleasant atmosphere. If you practice using good manners at every meal, you won't be embarrassed on special occasions by not knowing what to do. You won't be caught off guard when someone suggests that you are being rude from a daily habit that you should not be doing.

Our family mealtime should be one of the most pleasant times of our day. We should engage in good conversation instead of monotone answers. Here are some things to remember when eating a meal with family

- sit up and remember to bring the food to your mouth
- wait for a lull in the conversation to ask politely for food
- answer questions pleasantly
- be alert to requests from other family members
- use your napkin
- if you are missing something, like a fork, get up and get it yourself

Using appropriate humor is also good at the table, it creates a happy mood. Avoid teasing and jokes at this time. Don't use it to beg for requests of your parents. It is a good time to discuss current events, things that are important at your church, and maybe some interesting things that happened during the day.

Whoever is responsible for making the meal, be sure to THANK THEM. Even if you did not enjoy something, thank them for taking the time to make the food for you to eat. Always help CLEAN UP AFTERWARDS. Ask what it is you can do before they have to tell you what you can do.

**Rules for when you are a guest in someone else's home(many will apply to home life as well):**

- Leave your personal problems at home, don't use this time to discuss negative things going on in your life.
- Stand behind your chair and wait to sit down until the hostess sits down.
- If you are a boy, you should help the girl sit in her chair.
- Keep your hand in your lap when not using it instead of on the table.
- When food is passed take a moderate helping, keeping in mind there are others eating.
- Lay your utensils on your plate when taking a drink.
- Cut your food into small pieces. Place your knife across the top of your plate in between cutting.
- Use your napkin frequently, which should be in your lap.
- Chew slowly and quietly with your mouth closed. Swallow your food before you begin to talk.
- Wait to begin eating until the hostess begins passing the food. Pass it to your left. Pass all the food before you begin eating.
- Bread or rolls should be torn apart and butter should be placed on it as you eat it.
- When eating soup, spoon should be brought up away from you then into your mouth.
- When you are finished eating you should place your knife and fork across the middle of your plate. Place your napkin to the left of your plate.
- If an accidental spill occurs, instantly offer to help clean it up.
- Engage in lively conversations with your hostess, try and get others to talk about things, not much about yourself. Avoid topics of confrontation. Make things pleasant.

- Do not leave the table before your hostess does. Always ask to be excused before leaving the table.
- Sit up straight, both feet on the ground or have your legs crossed.
- If all else fails and you are not sure what to do during a meal, follow your hostesses lead.
- You can follow up with a thank you card or a quick phone call of thanks.

### **Overnight guests**

How can you show hospitality by being a good host to overnight guests? By making them feel at home. After making a move hundreds of miles away, we often enjoy having guests from out of town stay with us. This can make the number of people in our home anywhere from 13-23. How do we make it happen with zero stress? Here are some tips that we put into effect when we have overnight guests stay with us:

- Prepare your guests before they arrive. Let them know what their sleeping arrangements will be. This way they can get the necessary sleeping items to make it work for them. Let them know if they will be sleeping on an air mattress, couch, or beds. This makes a huge difference!
- Let them know that your home is their home. If they want to make coffee early in the morning, show them where the supplies are.
- Make it clean and cozy. Put fresh sheets and pillow cases on the beds. Make sure there is plenty of towels and wash cloths in the bathroom. I even put an extra container of cleaning wipes on the back of the toilet, in case they want to wipe up a mess. Keep

a small trash can in their room to allow them to throw away things. Keep an extra blanket on their bed in case they get cold.

- Reading materials or TV remotes. Let them know how to operate your television---sounds like a given but everyone's is different. Keep some magazines and books handy that you might have borrowed from the library.
- Snacks. Let them know where your snacks and foods are in case they are hungry late. Provide something like fresh fruit, salty crackers or chips, and chocolate. Cover all the cravings 😊
- Show them how to get their room cooler or hotter, depending upon the season. We provide them with a fan to block out the noise.
- Toiletries. Keep some extra samples out for your guests in case they forgot theirs.
- Give them a room to chill in. We offer our guests the master suite, which is the girls room. This way they can go in, shut the door and unwind if necessary. We make it a point to tell them to feel free and take a rest, we won't be offended at all.
- Something special. A fresh bouquet of flowers, a welcome sign, a small homemade gift is something greatly appreciated for your guests. Let them know you anticipated their arrival.
- Meals. Talk about meals beforehand. Find out what your guests like or dislike. Make a rough menu for the time they will be at your home. Have some simple things like sandwich material, muffins, and fresh fruit for an easy snack to eat.
- I give an extra laundry basket in case they want to do their own laundry as well. It is never fun to have to return home with a bag full of dirty laundry.

A little planning and preparing beforehand can make your guests feel very comfortable and at ease for the stay in your home.



## **Household maintenance and repair**

This section you are most likely to just skip over, but I don't recommend doing that. My suggestion is to look up online videos of how to do these projects. You can also search at your local library books on basic home maintenance and repair. As you get older and maybe move into a house of your own, these will come in handy. In your household binder(which you will be making later on), is where you would keep notes about when you change your smoke alarm batteries or when to replace furnace filters. You might want to seek out an older male figure in your life who can introduce you to simple household repairs and maintenance.

### **Learn and identify what these basic tools are:**

- Hammer
- Flat head screw driver
- Star screw driver
- Screw
- Nail
- Pliers
- Monkey wrench
- Adjustable wrench

### **Skills to learn:**

- How to read a tape measure
- How to swing a hammer
- How to use a drill
- How to use a level
- How to calculate square footage

- How to clear a clogged sink drain-----rule of thumb----DO NOT put down any grease from your pans after cooking, as it cools it will harden in your pipes. Dump outside on the ground. DO NOT put spaghetti noodles, orange peels, or egg shells down the garbage disposal. These when put in excess, will clog an entire drain system. In small amounts normally this is fine with the water continuously running but not large amounts.
- How to clear a clogged toilet----after you plunge it, pour some cleaner on top of your plunger and plunge a few times in the toilet to clean it off before putting away.
- How to remove hair from a tub and sink drain. They have little hook tools that are just a few dollars, that you put down the drain to remove any hair that can get caught.
- How to calculate square footage of an area. This will help you learn how much flooring or how much paint or wallpaper to purchase.
- How to turn off a toilet water line-----important to avoid any water spillage everywhere.
- How to reset a circuit breaker
- How to find a stud in the wall
- How to hang a picture---you can put toothpaste on the hanger and line it up on the wall. Press up against the wall and you will find where the toothpaste is to put your nail in.

There are many other skills that you can learn how to do as well. Pay attention the next time something is needing repairs in your home. You can learn some valuable skills to help you in your life.

### **Simple wood working projects**

If you have the ability to do so, I encourage you to ask someone to help you with one of the following woodworking projects:

- Bread board

- Simple stool
- Simple shelf

There are many more online if you type in beginner woodworking projects. The best way to learn how to do something, is to do it and mess up. The next time you will know what "not" to do.

One thing that I remember learning about screwing things in whether it be a screw, a knob, or a bolt, there is a saying, "lefty loosey righty tighty." This will help you to remember which direction to turn things when tightening them. I have only come across a special screw a few times in my life that turns the other way. This will work for most all of the time.

### **Cars and driving**

This might be another section, you tend to skip over, but one day you will probably be driving and to know some basic skills will help you tremendously. Again, ask someone older who can help you with each of these skills or if no one is available go online and find a video to demonstrate how to do each one of these:

- How to shift a manual transmission
- How to change a flat tire
- How to jump start a dead battery
- How to check the oil
- How to parallel park
- How to back up a trailer

### **How to behave after an auto accident.**

Let's pray that you will never be involved in this sort of situation, but if you are, it is best to be prepared.

- The first thing you need to do when you have been in an accident is to keep safety in mind. If you fear you have a head or neck injury, try to keep yourself stable. If you can get safely out of the vehicle to assess the property damages and check the other driver do so. If not, keep your seatbelt fastened, turn on your hazard lights, call 911, and wait for help to arrive.
- If you or the other driver or a passenger is in need of immediate medical attention, tell the 911 operator. If no one is injured, still call 911, tell them your location and tell them to send a police officer.
- If you can safely move your vehicle, clear it from the roadway so it does not block traffic. If you cannot, alert other drivers on the road by using your hazard lights, or warning triangles, if you have them.
- When speaking with a 911 operator, the police, or the other driver do not say that you caused the accident, even if you think you did. Do not apologize for the accident. The police report, witness statements, and scene of the accident will indicate the facts, so don't assume fault for an accident, especially if you are still recovering from the shock of what happened.
- Use your cell phone to take photos of the accident scene, if you can do it safely. If there are any witnesses who stop, try and get their contact information so they can explain the accident to the insurance company if needed.

#### **Some things to avoid doing after an accident:**

- Don't freak out. Even though it is scary and confusing, getting super emotional does not help anything. Stay calm and dial 911.
- Don't apologize. By apologizing it is giving an admission of guilt, and can make settling the case more complicated.
- Don't stay in your vehicle. If you can get out safely from your car after an accident, do so. If it is a bad accident, you don't know

that your car is the safest place to be. It is safer to be standing on the side of the road.

- Don't settle without proper authorities. It may be tempting to settle a minor car accident without calling the police or your insurance company but there are many reasons why that is not usually a good idea. For example, you may not be correctly addressing the damage, you may be legally obligated to call the police, and you may not be able to trust the other driver to pay as promised.
- Don't give out more personal information than is necessary. During the chaos of the event, you might accidentally give out too much information. This in turn could make you fall prey as victim to identity theft scam. The only information you need to exchange with the other driver is name, address, phone number, insurance information and vehicle information. Do not exchange financial information or your social security number.

### **How to behave during a police stop**

- Know your rights. A police officer can pull you over for any traffic violation, no matter how minor. They can even follow you and wait for you to commit a traffic violation. Never fight with the police officer or act in a hostile manner, if you do they can arrest you.
- Look for a convenient spot to pull over. Slow down, put your turn signal on and pull over to the right. Try to find a close parking lot or wide shoulder of the road. Take the keys out of the ignition and place them on the dash
- If it is dark and you are alone, you have the right to drive to a well-lit area such as a gas station, before stopping. If you plan to drive until you find a safe place, dial 911. Let them know you are being pulled over and that you are driving until you find a well lit

safe place to pull over. The operator will communicate this information to the police officer.

- Relax. Even though getting pulled over by a police officer is scary, you will be okay, even if you get a traffic ticket. Take a deep breath and remember that they are there to protect the well being of people.
- Roll down your driver's side window. Place your hands on the steering wheel where the officer can see them.
- Don't speak first. When they come to your car, they will usually ask for your license and registration. Keep your information in a small envelope in your glove compartment or clipped to your visor.
- If they give you a ticket and you do not believe you deserve it, do not argue. Instead, thank the officer and remain in control of your emotions. Try and remember the officers name for later and then you can take it to court.

Remember if you are driving and obeying the rules of the road to the best of your knowledge, you have no reason to fear police officers. Drive correctly and be glad they are out patrolling the roads to help prevent accidents, by other's not obeying the rules.

## Getting a job

You may or may not need this section depending upon what your beliefs are about young women working. You may have to apply for a job one time in your life. Knowing what to do and the best way to get the job is key.

Most jobs will probably be basic beginner entry jobs. Even if it is a job at a local fast food restaurant, presentation is key. If you want to land the job, make yourself presentable, each time you go to the establishment. If you are going to be picking up an application, wear nice clothing. Think church dress up. Don't walk in with jeans and a t-shirts. Most every teen will do that, stand out and be different! Make it a point to do your hair and keep makeup to a minimal. If employers can see that you will take the time to look decent, they will realize that you will take the time to do good in their business.

Ask politely for an application to fill out. Thank them by looking the person in the eyes. Show attentiveness. Go home and fill out the application. Do it neatly. Make sure you have all your information beforehand so that you don't write down the wrong information for references, etc. Put it inside a manila folder to protect it from getting wrinkled. Take it back as soon as possible to show that you are eager for the position.

### **Tips for completing application:**

- Write clearly and neatly, using black or blue ink
- Check for spelling and grammatical errors
- List your most recent job first—if any
- List your most recent education first—any training classes you may have taken.

- References do not have to be professional—use your teachers or if you have volunteered use a contact from that. Ask before you put someone's name down.
- Don't forget to sign your application

### Cover letter

Another great way to get your foot in the door and separate your application from everyone else's is to include a cover letter. I have done this since I was 16 years old and applied for my first job at a pizza restaurant. It is good practice and shows your ambition to get the job. Here is a sample of what a cover letter should be like. Hook it with a paperclip not a staple to your application when handing it back in.

Name Title Company Address City, State, Zip Code  (4 spaces)  Date  (2 spaces)  Dear Hiring Manager,  (2 spaces)  I am interested in the part-time position that you have offered in your horse stables advertised in The Times. I have equine experience as I have been around horses for over nine years.  Not only have I shown and ridden horses, but I have also had extensive experience assisting in a barn. Through working with horses, I have acquired a thorough knowledge of horses, tack, and equine apparel for both horse and rider.  While I have equine experience, I also have excellent communication skills and an aptitude for customer service. My past experience as a volunteer at Pardee Hospital made it necessary for me to focus on providing quality customer service, and also enabled me to work with all types of people. I believe that my communication skills, partnered with my equine knowledge, would make me an asset to your company  Thank you for your consideration. I can be reached at 111-111-1111 or yourname@email.com. I look forward to hearing from you soon.  Sincerely,  Your Signature ( <i>hard copy letter</i> )  Your Typed Name First Name Last Name Address City, State, Zip Code
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## **Follow up and interview**

After you have applied for a position, give it about a week and if you do not hear anything, you can make a call to the manager of the establishment. Give them your name and let them know that you have applied for said position and was wondering if they have already filled that spot. This will give you an opportunity to know where you stand in applying for this job. This also gives the employer a chance to know that you are ambitious and are eager.

### **Interview**

If you have been successful in your endeavors and have been given the opportunity for an interview, here are some tips to help you:

- Arrive a few minutes before the scheduled interview. Do not be late for this!
- Dress up for the interview. No jeans, no shorts, no tank tops. Look professional, even if you will be flipping burgers.
- No gum and no cell phone distractions.
- Keep eye contact at all times.
- Stay calm, take a deep breath if you are nervous.

### **Sample interview questions**

Here is a list of some sample questions that your prospective employer might ask you. Most questions are going to be about what type of person you are and why you will be good for the position. I remember one of my interviews as a waitress and they asked me what three things I would take on a deserted island. The boss wanted to know what types of things I valued in life.

Tell me about yourself.

What is your greatest strength?  
What is your greatest weakness?  
How do you handle failure?  
How will your greatest strength help you perform?  
How do you handle success?  
Do you work well with other people?  
How do you handle stress and pressure?  
How would you describe yourself?  
Are you lucky?  
Are you nice?  
How do you view yourself? Whom do you compare yourself to?  
What motivates you?  
Are you a self motivator?  
What are you passionate about?  
What are your hobbies?  
What has been the greatest disappointment in your life?  
What are your pet peeves?  
Describe your ideal boss?  
Why should we hire you?  
Why shouldn't we hire you?  
What can you contribute to this company?  
Why are you the best person for the job?

Practice answering these questions beforehand. You don't want to speak in a rehearsed tone, this is just to help you come up with good answers.

Thank the employer for their time before leaving.

If the employer chooses to ask you if you have any questions and you don't, a smart response would be, "Is there anything that you see on my application that would prevent me from getting this job?"

## **Follow up with a letter**

Follow up with a nice handwritten letter thanking them for the opportunity to meet with them. You hope your answers were up to their expectation and if it isn't what they are looking for, thank them for the opportunity for experience in job interviews. Have a wonderful day, Sincerely your name.

If time goes on and the employer let's you know that you did not receive the job, ask them if they would mind sharing with you what made them decide not to give you the position. Ask them to be honest, because you want to improve yourself for your next interview.

Critiquing is a great way to find out what it is you are doing wrong as to not repeat it next time. Don't question why they decided on that, just find out what you can improve upon for next time. If you are truly willing to improve your interview skills, this will be your biggest asset.

## **Resignation**

If you come to the point in your job and you need to resign, give your employer at least two week's notice. Be honest about why you will be leaving and leave on a positive note. You want to be able to use this as a recommendation for future jobs if needed. Giving two weeks allows them the time to find a replacement for you. Common courtesy.

## **How to keep the job**

You got the job, now how do you go about keeping it? Diligence is key in holding the job. To be diligent means that you give special attention to the things that are expected of you. Here are some more tips to help you:

- Be responsible and be willing to take on more. People who are willing to take charge and know when to step in get promotions.
- Whatever your job is, work hard. Do the best to your ability from day one to the last day.
- Be honest. There are many times in our lives when we could cheat on our time cards or do less than is expected without anybody noticing. When you work, you are really working for God. The Bible says, "Whatever you do, work at it with all your heart, as working for the Lord, not for men" (Colossians 3:23). Do what you think is right to reveal your true character.
- Learn everything you can about your job. The more you know about your job, the more valuable you will become.
- Don't let yourself be distracted by other things. Take care of personal things on your own time, not on work time.
- Be a valuable asset to your boss. Be punctual, cooperative, independent, enthusiastic, honest, and fun. If you do a good job and are easy to work with, that is valuable.
- Do your job and more. Do the little things that make you stand out from other's
- Don't be a time waster. Complete your tasks with speed and accuracy.
- Always be on top of your profession. Learning is a lifelong process, stay on top of things and continue learning new ways of doing things.

## Personal finance

You can take entire courses on personal finances and learning how to budget your money. The one main point that you need to know and embed in your brain for your entire life is:

### **Do not spend more than you make!**

If you start now when you are young and continue onward while you begin making more money, you will be financially stable. Most people get into this thought of, "I am making money I deserve to have new things!" Or they start hearing about the "buy now, pay later" campaign and get into the horrible scheme of credit card debt. If you learn to put some money away for an emergency savings and then how to budget your money you won't have to worry about falling victim to that scam. If you choose to live without all the frivolous things that your friends may be wasting their money on you will be far better off in your future. It might seem like a punishment, but if you can live like no one else will at this young age, you will live like no one else will as you get into your early twenties.

Avoid any type of purchases that require you to make payments. If you can pay cash for something up front, you will avoid interest and fees. When you use a credit card and "borrow" money from the company or pay on a payment plan to another company, you are paying them interest to "use" their money. How much better to save up and pay cash for the item to avoid any fees. It is much better to wait four months and save to pay cash for something verses paying for years on a payment plan.

Avoid the statement that you have to build your credit score so you need to take a payment. That is a myth that you can easily read about

online as false. Companies just want you to pay for years on interest payments when if you just saved up for a year or two you could pay cash for your vehicle and then own it yourself. The problem with taking a car payment or a payment on an item is that generally you will still be paying for your purchase and the item will be already passed its new stage and in need of repairs. You will be stuck paying for your monthly payment and paying for repairs. "Cash on the barrel," is an old phrase that is a good one to live by.

It is not impossible to save up and buy a car. Buy cheap the first time. Take care of your car and continue to save the same amount each month. In a year's time you can sell your car and then take that money amount and the amount that you have been setting aside and buy a better car. You can continue to do this and within a few years have a really nice car all paid for.

Look for ways to buy things cheap. Even though all your friends might be buying things new at the mall, think second hand stores. You can buy some really great clothing options at a huge fraction of a price compared to store bought prices.

If you have to buy snacks or food, think to buy them in bulk or make your own. You can buy a large bag of chips and then separate into smaller bags to have individual snack bags at a fraction of the price.

For gifts, think of homemade gift ideas. If you do an internet search on inexpensive homemade gifts there are tons of great ideas. There are so many cute ones that people will really enjoy. Most would appreciate a homemade gift over store bought any day.

Avoid the sales pitch. Just one television commercial or sales person at the store can make you feel that you "have" to have that product. Let me tell you that sales people work on commission. Commission means that they make money based on how many products they sell.

They are going to tell you exactly what you want to hear, thus they will make money. Here are some tips to advertising advice:

- Decide what you need yourself by listening to what the advertiser is saying. Make a list of other things you could buy with the same money.
- Compare products. Don't just buy what is advertised.
- Shop around. Don't just go where the commercials tell you.
- Go for quality. Make sure that the product lives up to the advertiser's claims. I like to think for most things---buy once and pay a little bit more money verses paying less and buying multiple times due to it not lasting.
- Look past the appeal of looking good or cool. Ask yourself what the product can really do for you.

### **Making a budget**

One of the first things you do when you begin making money is to write out a budget. This works best when you begin having a steady flow of income. It is kind of hard to budget money when you only receive a small cash gift once or twice a year. Maybe your parents give you an allowance and that is something you can work with.

### **Tithe**

Your first choice should be to put some aside for tithe. This is one of the best practices to put into place now when you are young. It's about giving God the first portion of what He 's given to you and allowing Him to provide for your needs out of faith. It is a simple concept but one of the toughest to live out. I can give many personal testimonies of when we did not tithe each week and how financially broke we were from it. We would experience hardship after hardship and it seems that things always broke. When we started tithing on a regular basis and it became a part of "wanting" to do it, things didn't seem to break

down as much, we actually accumulated a savings, and God had blessed us in numerous financial avenues. Our base pay did not change, actually life expenses got bigger, but we still came out on top and overflowing.

Here are some Bible verse to read further on tithing, I encourage you to read them and study them further in depth.

- Malachi 3:8-10
- 2 Corinthians 9:7
- Proverbs 3:9
- Luke 21:1-4

### **Expenses**

Your next thing to list will be your expenses. Do you have anything that you have to regularly pay for each month? Maybe you go out each week and spend money with friends. Whatever you normally do, write it down. If you have to buy clothes, personal care items, or any type of snacks, write that down too.

### **Savings**

You should start thinking about some short and long term savings goals. You might have to begin thinking about saving for a vehicle. You need to think about how much you can put away each month towards this. You might want to put away money towards a short term goal like a cell phone purchase. Whatever the item, you need to plan ahead. You need to set aside a set amount each month to work towards that goal. If you want to buy it in three month's time. Take the total cost and divide it by three. Find out how much to set aside and then pay for it with cash.

### **Income**

Lastly write down what your total income is for the month.



The difference between income and expenses should be in the positive. If it is not, then you need to do some adjusting to your expenses. You want to minimize your spending so that you can put away more into your savings. To save for future purchases.

Now it is your turn to make your own personal budget. Very simple like the example, just fill in the amounts pertaining to you.

_____ personal budget	
	Income from job: _____
	Income from allowance: _____
	Extra miscellaneous income: _____
	Total income for month: _____
<b>Expenses</b>	
Tithe	_____
Food	_____
Entertainment	_____
Savings	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total expenses for month	_____
	Income minus expenses _____
	Difference _____
Make adjustments as needed	

## Interpreting paystubs

This is just a basic looking pay stub, most all of them will have a similar appearance.

Hotdog World, Inc.							
Name		Payroll ending		check no			
Sarah Mitt		3/14/15		3243			
Employee No.		amount					
3423		87.50					
Earnings			Taxes withheld			Other deductions	
Description	Hrs.	Amount	Tax	Current	YTD	Description	Amount
Regular	20	120.00	Fed income tax	12.72	174.90	Meals	7.00
			Social security	7.44	102.30		
			Medicare	1.74	23.93		
			State income tax	3.60	49.50		
Current		120.00					
YTD		1650.00					

Let's start at the top. It has the companies name, your name, and the payroll ending date. This means this is the last day that they were paying you for. Normally you will get your checks a week behind. You will get paid this Friday for last week's worth of work. The check number is for the company to know which check was issued to you. Your employee number is the number they assign to you in payroll. The amount is how much your check is for.

In the chart, the left hand side lists the earnings. It has the regular hours that you have worked. In this case the person earns \$6 an hour times 20 equals 120.00. If you had overtime they would list it under the word regular. You generally get paid more for overtime. Current lists how much the current earnings is for and YTD means Year to date.

This is the total amount of earnings that you have earned up till this point. That is your earnings. Now we take a look at your deductions.

Under taxes withheld, it lists the four taxes that every company is required to take out. It is based on your tax bracket and the number of exemptions you chose when filling out your W4 forms. You did this when you got hired in, probably with your parents help. They take out for federal tax, state tax, Medicare, and social security. Federal pays the federal government. State goes to your state to pay for libraries, roads, etc. Medicare helps the elderly with medical care. Social security goes to a trust fund that pays monthly benefits to retirees and their families and to widowers and children of workers who have died. It also goes to a trust fund that pays benefits to people with disabilities and their families. Some employers will take out for local taxes as well if required.

Other deductions includes any extra deductions. This might be for meals, uniforms, equipment, etc.

You take your earnings(gross pay) and subtract your deductions. This is how much your net check is worth.

## **Babysitting**

You may in the next few years get the opportunity to babysit young children. This may come easier for some as you may be used to many little ones in your home, but for others it might be a new concept. With a few essentials and a little knowledge you can be confident that you will be victorious if you are left with the task of watching little ones.

Managing little children can sometimes be a challenge. One moment they are snuggling up for stories and the next they are painting the walls purple! How do you deal and cope with that? You **PLAN AHEAD** for all kinds of possibilities.

Babysitting requires skills in creativity, adventure, and play. Those skills will be of no help if you do not know what to do when a child has a tumble off the swing set or you are not prepared for the realities of a two year old temper tantrum.

### **Have a plan**

You want to begin planning before you actually get a babysitting job. The best way to spread the word is to family, friends, and neighbors until you get more experience watching little ones.

It is about your safety and comfort level as well as the children's. Find out if a job is right for you by asking careful questions about what the family expects.

Think about the ages of children you would like to care for. If you are not comfortable caring for an infant or one with special needs, don't take those kinds of jobs.

Do you know how to change a diaper? How to bathe a child? Learn these skills before you show up for your first day of work.

The most important and first priority in babysitting is to keep the children safe. Being a good babysitter means knowing how to handle everything from a splinter to a real emergency. Remember our lesson on basic first aid?

It is best to prepare for an event before it happens. It is unlikely that the child you will be watching will eat something poisonous. But knowing where to find the poison control number gives you a big peace of mind.

Even something as simple as feeding a young child can be dangerous if you are not prepared. Know which types of foods are choking hazards to young children. Where can you put young toddlers when you prepare the meal as to keep them safe? All good things to think about.

Parents love babysitters who help children have fun and learn-while still reinforcing rules and keeping discipline. Ask the children to show you their favorite toys.

Take the children outdoors if you can. Simple games like tag and hide and seek are great games to keep children active. Running around also will help tire little ones out so that they will nap and sleep well, which parents would probably appreciate.

Avoid any type of media. Skip television, unless you need to keep them occupied while you prepare a meal. Engage with them to avoid them being bored and wanting to play tablets and computers.

Know that children will challenge you, especially when you are the "new" sitter. Even though a child may try and fight rules, they actually need and thrive best on structure and boundaries. Find out what the rules are with the parents and stick with them. You may not agree with what the parents choose, but you need to abide. This will gain their trust and respect.

### **Ideas to keep children busy**

One great thing that I remember learning at babysitting classes to help keep children busy is to create a surprise box. A surprise box, is just that.....a "surprise." When you go to someone else's home, the toys are all familiar and the children may be bored with the same old stuff. But when you show up with a brightly decorated box, suddenly their eyes open wide and they are excited to be able to see what is inside!

You can put a variety of things inside your surprise box. I would think crafty. You can put construction paper, foam sticker pieces, scissors, crayons or markers---make sure they are washable☺ , and any other neat crafty thing. Depending upon the age of the children, you probably want to avoid things like paint, glitter, liquid glue, or anything else that will make a big mess. Keep it easy on yourself. You can even buy prepackaged craft kits to assemble with little ones.

You can also make up your own play dough. Here is an easy recipe that you can make yourself. Use any color food coloring to dye it and add

any scent to it. You can add vanilla extract, cocoa powder, cinnamon and nutmeg, or even Kool Aid to give it a different scent.

#### Homemade play dough

- 1 1/2 cups cold water
- 1/2 c salt
- 2 T cream of tartar
- 2 T vege oil
- 2 c flour
- flavorings or colorings

In a saucepan boil the water, salt, cream of tartar, and oil. You can add your food colorings at this moment. Sometimes I add a packet of Kool Aid. Makes a great smelly play dough. Then I add my flour. I like to add it with a wooden spoon and stir it in as best as I can. It will be quite chunky and sticky but will get spongy as it cools. I then flop it onto the countertops and as I can stand kneading it, without scalding my hands, I knead. As the dough cools it gets spongy. As I am kneading it, I also add my scents and colors, depending upon if I didn't already. Store in a closed container.

You can put together play dough kits by placing the following together:

- **Cupcake kit**---\$1 store muffin tins, cupcake wrappers, pony beads-for sprinkles, birthday candles, glitter—if you are brave.
- **Ice cream kit**---ice cream scooper, colored ice cream
  - green with toothpaste for mint
  - brown with cocoa powder for chocolate
  - white with vanilla extract for vanilla
  - pink with strawberry flavoring for strawberry

Put the play dough into rectangle style deli meat containers to resemble ice cream. You can put two "flavors" together. Create a cute label with construction paper. Make some ice cream cones out of thick corrugated cardboard. Cut out a trapezoid shape, draw cone lines on them, roll up and hot glue them together. You can put beads in this for sprinkles too.

- **Under the sea.** Make some blue Kool Aid play dough and include some tiny glass decorating beads, small sea creatures, and seashells. All these can be found at the dollar store.
- **Construction set.** Buy some inexpensive dump trucks and scoopers and put these into a rectangle sized box. Include some popcorn seeds for scooping and some play dough for building. You can include some twigs or real stones from outside as well.

These are just some suggestions to give you something new and different to play with. Make sure to take them home with you so that they have something to look forward to when you come back again.

### **Keeping children occupied in a pinch**

Here are 15 games that will help you keep children occupied for a time.

1. **I Spy.** Choose an object within view and using the phrase "I spy with my little eye, something \_\_\_\_" Provide a descriptive word about what you see and let the children guess what it is. Then let them pick something and you try to guess!
2. **Would You Rather.** You ask some random questions to each child. For example, "Would you rather have arms so long they hung to the ground or three legs?" Or, "Would you rather be a bird and fly the world, or a cat in someone's home?" Or, "Would you rather eat a chocolate covered ant or frog legs?" These questions can vary to the ages of the children you are watching.
3. **Rock, Paper, Scissors.** The rock is a balled fist. The paper is a flat palm. The scissors are the pointer and middle fingers sticking sideways. Rock beats scissors. Paper covers rock. Scissors cut paper. Simply say "Rock, Paper, Scissors...go" and everyone throws their choice into the center of the circle.



4. **Name That Tune.** One person chooses a well known song and hums the tune. The other players try to guess the song. The person that guesses gets to hum the next song.
5. **ABC game.** Choose a topic like songs, animals, names, etc. Then go through the alphabet and say a different name for the topic that you chose. For example, the first person says Ant, second says Bee, third says Cow, etc, etc. There is a clapping rhythm part that you can learn to go with this. You take both hands while sitting and tap your legs two times, then clap two times, then snap your right hand, then your left, then say the word that begins with your letter. Repeat these motions and the next person then says their letter.
6. **Went To Market.** The first person starts, "I went to market and bought a \_\_\_\_\_." Say it's a cake. The next person lists what has been said before, then adds something. "I went to market and bought a cake and a doll. Person three: "I went to market and bought a cake, doll, and a bat. See how far you can get in remember the items.
7. **Simon says.** This game can be played anywhere, even in a car or other small space. One person is Simon and starts by saying, "Simon says, jump" Everyone must then do the action. However, if Simon makes an action request without saying, "Simon says" to begin the request, anyone who does that action is out. The last person still playing in the end will be Simon for the next round.
8. **Play duck duck goose.** Have the children sit in a circle facing each other. Choose one child to walk around the circle. As they walk around the circle have them touch each child's head. As the child says "duck", he or she has to tap heads until they tap one head and say "goose" instead. The goose must get up and chase the duck around the circle. The duck has to try and run around circle and sit in goose's spot. If the duck gets the goose's spot, then the goose becomes the duck. If the duck fails to get the

spot first but is caught by the goose and tagged, the duck must be the duck again.

9. **Hide the \_\_\_\_\_.** We usually play this game and use a favorite toy to hide. You can say to the child if they are getting hotter (closer) or colder (farther) away from the object.
10. **Red light green light.** With enough room, this game can easily be played inside. One person is the traffic light at one end, and the other players are at the other end. When the traffic light faces the group, he or she says, "Red light!" and everyone must freeze. The traffic light then turns his or her back and says, "Green light!" while the group tries to get as close to the traffic light as possible. The traffic light turns around quickly, again saying, "Red light!", and if anyone is spotted moving, they have to go back to the starting place. The first person to tag the traffic light wins and gets to be the next traffic light.
11. **Mother may I?** This game is set up in the same way as Red Light Green Light. One person in the group asks the person in the front, "Mother, may I take <insert number> steps forward?" The person at the front then says, "Yes, you may." or "No, you may not." You can vary your requests by including options such as taking baby steps, spinning steps, leaps or whatever creative steps they can come up with. Again, the first person to tag the person in the front wins and is the next person in the front.
12. **Hot potato.** Players sit in a circle facing each other. You pass an object, maybe a rolled up clean sock, or stuffed animal and they pass it quickly to each other while you hum a tune. The person holding the object in their hands when you stop humming is out. Continue playing until there is only one person left. You don't have to hum a tune, you can just say "stop."
13. **Hand clapping games.** The first hand-clap game most people have played is Pat-a-Cake with their parents. Songs and patterns get much more complicated from there. Usually there are two people involved, doing a series of clap patterns on their own and each

other's hands while singing or chanting a rhythmic song. There are many rhymes listed online, but if you can learn from someone else or see it in a video, that is best, so that you can get the notes of the song and the rhythm of the clapping.

14. **Pictionary.** This is actually a board game, but you can play a version of it with some paper and pen. Choose something to draw and let your children guess what it is you are drawing. Very simple. Depending upon their ages, you can be simple and draw objects or be harder and choose songs, books, or videos.
15. **War.** If you were able to have access to a deck of cards this game is fairly easy. Shuffle the deck of cards up evenly among each child. At the same time each person puts down the top card from their deck. The person with the highest card wins those sets of cards. Continue doing this until your hands are empty, then reshuffle with the cards they won in the "war."

### **Choking hazards**

Choking is a very real concern for your children. The size of a child's windpipe is about the diameter of a drinking straw. Knowing what to avoid is the key in prevention. Here is a common list of choking foods for young children:

- Hotdog cut into coin shapes
- Peanuts
- Popcorn
- Pretzel nuggets
- Whole grapes
- Raw vegetables
- Seeds
- Dried fruit
- Peanut butter in spoonfuls or with soft white bread

- Ice cubes
- Cheese cubes
- Candy, cough drops, gum, lollipops, jelly beans

Common household items:

- Balloons
- Marbles
- Coins
- Small bouncy balls
- Marker or pen caps
- Button type batteries
- Screws
- Rings

You can help prevent choking by cutting the child's food into small pieces. Cut hotdog rounds and grapes into quarters. Give small amounts to them while eating. Take note of what is in the area if you are watching little ones who may put things into their mouths. If they accidentally put something into their mouth and you can pull it out, do so. Be cautious not to push the object further down the throat. Tilt the child forward to help force it out. You will learn this if you take a CPR and choking course.

### **Babysitter checklist**

When you go babysit in another home, take a few copies of the following page along with you and have the parents fill in necessary information.

**Important Info:**

My cell: \_\_\_\_\_ My spouse's cell: \_\_\_\_\_

Where I'll be: \_\_\_\_\_ Phone number: \_\_\_\_\_

Call me if:

**If I can't be reached, call:**

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Safe neighbor: \_\_\_\_\_ Phone number: \_\_\_\_\_

About our home:

Address: \_\_\_\_\_  
\_\_\_\_\_

Nearest cross street: \_\_\_\_\_

**Special requests:**

Food: \_\_\_\_\_  
\_\_\_\_\_

Outdoor/indoor play: \_\_\_\_\_  
\_\_\_\_\_

TV: \_\_\_\_\_  
\_\_\_\_\_

Bed/nap time: \_\_\_\_\_  
\_\_\_\_\_

About the children:

1. Name: \_\_\_\_\_

Age: \_\_\_\_\_

Medication: \_\_\_\_\_

Allergies: \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

2. Name: \_\_\_\_\_

Age: \_\_\_\_\_

Medication: \_\_\_\_\_

Allergies: \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

The best thing to do to be prepared for watching children is to collect ideas and add them to your household notebook binder. If you haven't done that already (you will be at the end of this year), just set aside a separate folder with which you can put ideas for entertaining children when you come across them. Neat crafts, yummy snacks, and fun songs with hand motions are always good to have a variety of.

## **What message am I sending?**

Without saying a word, we are sending silent messages to the people around us every day. Our face, posture, and every mannerism communicates volumes of what type of person we are. Being aware of what you do is a key to changing the way that other's perceive you.

### **Your face**

Everyone has facial expressions that represent our current condition. These expressions usually happen automatically. We do not consciously say to our brain or our face to show that we are surprised. We as human beings just naturally show these responses. Many think that we have a face that no one can read our thoughts or feelings. Often times that is not the case. Whether we have a raised eyebrow, a wink, a nod, or a quick frown it is likely we have facial expressions that speak to others. You need to ask yourself if your facial expressions are saying good, positive things about you. Are they showing the messages that you intend to show? The best thing you can do is to smile. A genuine smile. Nothing brightens a dull mood then a hearty, healthy smile.

### **Our posture and walking**

Have you ever heard someone say that "she stands tall" or "she holds her head up high"? Having your shoulders slouch and head down are visual cues that you have a lack of confidence. If you stand with your head up and back straight shows that you have confidence and energy about you.

### **Mannerisms and gestures**

You may know that folded arms send a closed message while arms at our side send an open message to others. Twisting hair, frequent facial

touches, wringing hands, or scratching of the head may reflect angst. Many people speak with their hands and body. It adds expressive quality to their words. When you say the word, "no" while strongly pointing your finger makes the sentence more powerful. When you shrug your shoulders, it shows a lack of knowledge or interest in things.

Your clothing, hair, and personal care can send messages to people as well. If your clothing is wrinkled and unclean, it will send a negative message to others. If you have an odor about you, people will be quick to judge. If you are in a situation which you value, consider your appearance.

### **First impressions**

Even if we think people shouldn't judge a situation, most people judge a first impression about you. I know myself numerous times have met someone and had a judgment about them, that later I have changed. I was wrong to think that way, but it was how those people presented themselves is how I was turned off. Consider everything about what type of message you are conveying to others if you want to make it positive.

If you honestly want to know how other's perceive you, ask a close friend or family member. Ask them if you are offensive or if there is anything about what you do that turns them off. Look in the mirror and see what other's see about you. Take note of how you respond when faced with negative information. In times of stress, how are you looking? You have to be aware that other's are watching you all the time. Especially if you have made the decision to follow Christ. They want to see what it is about this Jesus person that makes you so adamant about following Him. Make your life reflect how Jesus would respond in all situations. People are watching. Your siblings are watching, younger girls are watching you, and you are an example to those around you, even if you don't want to be.



## **Opportunities to serve**

### **At church**

Among your church groups, you may feel too old to be part of the youth group anymore but still not quite old enough to be part of the woman's group in your church. I would encourage you to attend these women's meetings and gain insight and knowledge from them. They were all once young like yourself and you could gain much wisdom. It may seem weird at first, but give it a try. You can also see if you can help out in a younger program at your church. If you enjoy working with children, try the children's church part of your church. I am sure they would love an "energetic" young person to come help with the children. Serve in the nursery helping out the young moms. Everyone loves a cheerful, willing helper. Make yourself available, volunteer for things needed in the church. Ask your pastor to see which types of things you can get involved in helping doing. It might be as simple as helping clean the church once per week. You may be able to help on the welcoming committee baking cookies. There is always something to do and probably not enough people to help do it. If your church is small and your parent's approve, search out larger churches in your area with young adult groups.

### **In the community:**

There may be plenty of things to volunteer doing in your own community. If you enjoy working with the elderly, contact a local nursing home and see what types of opportunities you can have to volunteer. Your local library probably would enjoy some extra hands, plus you can gain some extra skills. If you enjoy serving others, look at your local hospital for volunteer service opportunities. Local animal shelters would probably have many needs for helping. Soup kitchens and food banks would offer positions to come help each week as well.

### **In the home:**

I know what a blessing it can be to have an extra hand to help me out during the day. Be a willing helper to your mom each day. Set aside extra time to help school younger ones, give your mom a break, or help make a meal. If you do not have many opportunities in the home, look for another family whom you can bless. Offer to help another mom with her little ones in the home. Do not expect money, actually deny it. Take the skills that you gain from helping run a home and take care of the children as payment.

### **Personal safety tips**

As you get out more in the world be careful of what you encounter. Being at home most of the time is a safe zone. Being out in the world with ungodly people, gives you an opportunity to reach out to others and be a light. It can also be a trap for a young woman, being out in the world for the first time. Guard yourself, take what your parents have taught you and follow it. You don't need to be fearful of things, but be aware. Women are easy targets for random acts of violence because they generally have:

1. **Lack of awareness**—you need to know where you are and what is going on around you.
2. **Body language**—keep your head up, stand straight up.
3. **Wrong place, wrong time**—don't walk alone in an alley or drive in a bad neighborhood at night.

## Here is a list of basic tips to remember:

- Never be alone with another man, no matter what the age—in work situations, in vehicles, etc.
- When you get into your car after being somewhere, immediately lock your doors.
- If you are parked next to a van enter your car from a passenger side door.
- Before you get into your car, check to see if there is someone next to you in a vehicle. If you are alone outside, go back into the mall or store and ask a guard to walk you out. It is better to be safe than sorry.
- Always take the elevator instead of the stairs. If you are in an elevator and another man approaches and you feel uncomfortable, get off where he got on.
- We as woman are sympathetic towards others and that is a good trait to have. In the world we need to be careful of situations. When helping others, we need to be aware of our surroundings. If a handicap man asks for assistance and you are out alone, go get some help. Don't do it alone. Unfortunately bad people like to prey in on unsuspecting targets.
- Don't walk around talking on your cell phone—be aware of what is going on.
- Use the buddy system---whenever going places, take someone with you if possible. If you are going to be leaving a place, try walking out with someone else.

## **Goal setting**

As you are reaching the age of young adult hood it is important to begin setting some goals for yourself. Setting goals allows you to strive for something. It gives you a purpose each day. When reached it gives you the satisfaction of attaining that goal. In every area of your life you can set goals. I encourage you to take the next few pages and write down some of your goals. Continue each day working towards achieving them.

Goals

(name)

(date)

My educational goals include:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

My social goals include:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

My financial goals:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

My family goals include:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

My health/physical goals include:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

My recreational goals include:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**What goals are the most important to you?**

Choose two goals from each category that are the most important to you. Identify each goal as short term (1-4 weeks), medium term(2-12 months), or long term (1 year or longer.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

## Prioritize your goals

List and prioritize six of your most important goals. After each goal, identify what you could be doing now to work towards that goal and what resources you need to achieve each goal.

**Goal #1** \_\_\_\_\_

What I can be doing now to work toward that goal:

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The resources I need to achieve this goal are:

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**Goal #2** \_\_\_\_\_

What I can be doing now to work toward that goal:

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The resources I need to achieve this goal are:

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**Goal #3** \_\_\_\_\_

What I can be doing now to work toward that goal:

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The resources I need to achieve this goal are:

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**Goal #4** \_\_\_\_\_

What I can be doing now to work toward that goal:

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The resources I need to achieve this goal are:

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**Goal #5** \_\_\_\_\_

What I can be doing now to work toward that goal:

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The resources I need to achieve this goal are:

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**Goal #6** \_\_\_\_\_

What I can be doing now to work toward that goal:

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The resources I need to achieve this goal are:

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Now that you have them broken down, begin working on these goals. If you take a few steps each day, it is better than not doing it at all. Maybe you wanted to finish that crochet blanket. Work for  $\frac{1}{2}$  hour every day while watching a show. You might want to work on your relationship with your Dad, resolve to spend an hour each weekend working with him. Whatever the goal----work towards it!

## **Becoming a CEO**

One of the most important things in your life is going to be how you organize and manage your time. Being a wife and caring for a home can be about as big of a job as a CEO of a company. You both have three important roles to fill:

1. Leadership---making the home run effectively.
2. Management---making the home run efficiently.
3. Innovation—being able to do “new things” improving upon old ways.

### **The definition of a CEO is:**

The leader of an organization(family). This title is given to someone who is occupying the highest position in an organization(family) and is solely responsible for the success or the failure of it.

### **The definition of time management is:**

The act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency, or productivity. (source Wikipedia)

\*\*please note, yes your husband will be responsible for the home life as well, but majority of the work will rest on your shoulders.

As a teenager, this is an important time of your life to learn this principle as you plan and prepare for your future.....

***Be an effective organizer of your time***

After living on this earth for 40 years, I have come into contact with many women who run their homes. The ones that do so effectively and easily, have a plan. The ones that struggle with not having enough time to get things done, or the ones whose homes are in disarray most of the time, those are the ones that have not learned to effectively organize their time.

This principle is key for you to learn to be a successful wife and manager of your home.

Another note, that ALL moms, go through seasons in life. We have babies, we have many little ones, we are bedridden in pregnancy so there will be times when the home will be in disarray and things just can't get done. I am not talking of those times. I was there many of times in my 20 years of marriage and 10 children. My prayer for you is to learn to be an effective manager of your home most of the time. I don't want you to make excuses your whole life that you just can't get things done. If you were to work at a career or job outside of the home, your boss would expect you to make the minimal steps to complete a task, and do things effectively and efficiently.

### **Time wasters**

There are many ways, you as daughters, training to be future wives and mothers, can help with your share around the home, One way is by not wasting time. We waste time by:

- Doing tasks slowly
- Doing tasks haphazardly and taking unnecessary steps
- Watching shows or doing social media updates all day

There is nothing wrong with watching shows and being online checking things, but what I want you to learn is to set aside a block of time during your day to do it. Don't let the media world to have control of when you get things done. You be in control.

We will start simple. Let's evaluate how much of your time is wasted when taking care of your bedroom.

### **Hands on task:**

This week, take notice of how long it takes you to do simple tasks.

### **Let's start with making your bed.**

The first thing you do in the morning upon waking is to pull back all the covers on your bed. Put the pillows on a chair or in the middle of your bed. Open the windows to let your room air out a bit. If it is winter shut the door while going down for breakfast.

After breakfast, after your bed is aired out, it's time to make it.

1. Make sure your fitted sheets are pulled properly around your mattress, making a nice smooth fit.
2. Place the flat sheet, wrong side up, so that the right sides are together.
3. Over the top sheet place the blankets. Fold back the head end of the sheet so that it will not touch your face.
4. Tuck in sheets and blankets together. Do the sides first all the way to the foot of the bed. Then fold the foot end in last.
5. Over top, place the comforter or bed spread. Tucking in just the foot of the bed. Make sure it is smooth and covers the blankets.

6. Fluff your pillows and place them at head of the bed. If your cases are longer fold them under. Pillows should not lay flat but against the headboard a little.
7. Wash your sheets and pillow case once per week. This will help keep unwanted oils off your face and body. You can wash the blankets and comforter as needed, but they should stay clean for the most part.

**Now see how time effective you are:**

Set a timer and time how long it takes to make your bed. Write down your answers for a few days this week. Evaluate what are some ways you can cut back on those seconds?

- Did you have bed clothing piled on a chair in a convenient spot? Or did you waste steps going to get each piece?
- Did you take any other useless steps?
- Did you stop to do anything else before finishing?
- Did you make any mistakes in folding your sheets back?
- Is the bed placed in an area where it has to be moved to make it?  
Example, moved away from the wall, etc

These are just examples of ways to help you to make your bed more efficiently. Think of ways of saving waste motion but be thorough. If you study how to save time in making a bed in this way you are doing what the CEO of a company does when trying to be more effective.

After taking note of steps you can help to improve upon, time yourself again, see how you do.

### **Next step, cleaning your room.**

Time yourself on how long it takes to regularly clean your room. Is it taking you hours each week to pick up your room? You need to help cut down on those times. Evaluate if it is because of wasted motion steps in cleaning your room. Do you walk in different patterns when cleaning your room, instead of working in a systematic pattern?

Learn to work in a clock pattern. Start at 12 o'clock and work your way around your room according to the movements of the clock hands. By the time you get back to 12 you will have completed the room.

Is the reason it takes so long because your room needs to be de-cluttered? Do you have so many things that it is hard to find what you exactly need, through all the stuff?

### **Conveniently located**

Another way of saving time when putting your room in order is "to have a place for everything, and everything in its place." This means more than merely putting your clothes in the closet. It means working out a plan for putting things in the most convenient places.

Have you ever wanted to find that skirt in a hurry when dressing for church and then were delayed because it was at the back of the closet with other clothes on top of it? Do you think it will be worthwhile to plan just where to hang your coat, tops, and dresses? Where will you

plan to put things which you wear every day? Things which get worn once per year?

A well arranged closet, will include keeping things off the floor as much as possible so that it can be cleaned quickly and easily. In a well arranged closet there should be some way of keeping shoes off of the floor. You can keep them in shoe racks or on low shelves. Please make sure that when you put your shoes in your closet, you take special care that they are clean. As soon as you put them away, check them for dirt and scuffs and remove it promptly. The next time you need to wear them out, there is not a need to have to wipe them down and waste time.

### **Questions to consider:**

- Do you have things neatly arranged on your closet shelves?
- Are they accessible in times of need or do you waste time hunting for things when you are in a hurry?
- When you look for socks to wear, do you have to sort through pairs, looking for that matching set only to discover a hole in the toe?
- Is your undergarments placed neatly in an area, instead of thrown haphazardly?
- What about pajamas? Do you have proper night clothes that are not run down and stretched out? You only need a few pairs of pajamas, it is something you wear to bed after being cleaned, not something that gets dirty each day. Place them back in your drawer to wear again for a few days.

## Hands on task:

You are going to be an effective engineer in designing how your closet and dresser should go together. I know you have completed this task back in the beginning of this book, but it should now be about four months since that time, how is your closet standing? Do you have areas that need improving? That is why we are revisiting this topic. Becoming an effective organizer is something that you will find yourself doing over and over again. Your first method may not work 100%, you will find that you missed some areas and that is why you are doing it again.

- Take everything out of your closet.
- Get rid of ruined clothing, set aside in a pile, clothing that needs to be mended, and put clothing that you haven't worn for over a year in a donation bag.
- Take the clothing that is not worn much and place that in the back of the closet.
- Place your nicer clothing for church and outings next in the closet, you won't need these as often.
- Put everyday clothing right in the front. Organize it according to dresses, skirts, short sleeve top, long sleeve tops, and undershirts. You can also do it according to the colors of the rainbow ROY G BIV (red, orange, yellow, green, blue, indigo, and violet)
- If you find that most of your items do not fit, then start weeding out. Take note of how many undershirts that you NEED and get rid of the rest. Keep a basic amount. You can only wear one outfit per day and seven days a week.
- Put items that are not needed regularly like belts, scarves, etc in containers on top of your closet.



- Place your shoes on a shoe rack or in a shoe bag on the back of the door.
- Keep only things that you need to access in your closet, do not keep things that you are just holding on to --because. Place that in a separate area, maybe under the bed or in a storage section of your home.

This week, take note of how effective you have been in designing your clothing arrangement. Notice how much time you spend trying to decide what to wear.

### **Questions to consider:**

- ✓ Are there too many choices?
- ✓ Does clothing end up on the floor of the closet each day? Why is that and what can you do to fix that?
- ✓ Is there items that keep getting knocked over when you try and grab daily items?

Fix and redesign it again. You will do this over and over until you can just walk into your closet, get out an outfit and put it on without wreaking havoc in your closet.

The plan for having a convenient arrangement for keeping things in order needs to be applied to your dresser as well. When you go to your dresser can you find what you need without looking through every drawer to find it? If you cannot answer "yes" to this question, then it is time to effectively clean and organize your dresser drawers.

These same principles apply to your dresser, take everything out and then start sorting.

- Throw out, old, worn out socks, undergarments, and clothing.
- Place items neatly in drawers, putting everyday items up front and others in the back.

### **Applying this to all areas:**

The skills that you learned this week in being an effective manager of your time, I want you to put into effect in other areas of the home. Maybe it will be how you get ready in the morning. It might be how you do the dishes. Whatever the task, do some investigating and see if there is a way to do it faster and more efficient.

To begin:

1. Write down four areas that you normally do each day.
2. Time yourself
3. Take note of what steps you take to achieve them.
4. Is there something you can change to be more effective?
5. Improve upon the way you do things.

Area to improve: \_\_\_\_\_

Time to complete it : 1<sup>st</sup> : \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

**Ways to make it more effective:**

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\*\*\*\*\*

Area to improve: \_\_\_\_\_

Time to complete it : 1<sup>st</sup> : \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

**Ways to make it more effective:**

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\*\*\*\*\*

Area to improve: \_\_\_\_\_

Time to complete it : 1<sup>st</sup> : \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

**Ways to make it more effective:**

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\*\*\*\*\*

Area to improve: \_\_\_\_\_

Time to complete it : 1<sup>st</sup> : \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

**Ways to make it more effective:**

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### Putting things away

Having a convenient place for everything is important for time management. But it is only part of the solution, the other part is to actually put things in their places.

It is much easier and saves time if you do not drop things just anywhere you feel like dropping them in your room. If you put things away and hang up your clothes at night, there will be no picking up to do in the morning.

**The habit of putting things away instead of putting things down is your new goal.**

You need to emphasize doing the tasks that will take you less than two minutes to put away, right away. Otherwise that small job will turn into an "*add it to my to do list later*" item. The more that we can get done in the moment, the less we will have to remember to do them again later.

This principle can be adapted to be even more powerful when you get into the habit of using it beyond physical items in your room or home, but also with digital information and follow-up tasks.

Let's say you receive an invite for an upcoming party, if you are able to attend, RSVP now, not later. Then mark it on your calendar and throw away the invite. What about emails that comes into your box and needs information attended to? Reply right away, and then you can clear your inbox. Letting your inbox fill up with email is just like leaving items on the countertop because you don't want to put them away now.

One of my favorite sayings is,

***"Never put off till tomorrow, what you can do today."***

Use that even in the littlest of applications in life. If you can put away all your items after returning from a shopping trip now, then do it. Don't wait till a later time to put things away. Why wait? Stop procrastinating and just get it done.

### **Hands on skill:**

You are going to take note to pay attention to immediately getting done what can be done, instead of waiting until a later time. Apply this principle when returning home from being gone all day, when you complete activities and have to put large amounts of stuff away, and as you go about your daily life. Look at each opportunity to get things done, instead of waiting for a later date.

Are you noticing that you are more apt to just dropping your items and leaving them for a later time? Are you stopping and reminding yourself that instead of putting things down, I need to put them away?

Work this week at being consistent at putting things away immediately instead of waiting for a later time. Do not put off for later which you can do right now. Take the extra two minutes and get it done.

Which tasks, that can be completely in just a few moments, do you put off "till a later time?" Write these tasks down. If you cannot think of any, just ask others in your family which ones they think you need to improve. Sometimes others can see things that we might not see.

## Tasks I need to improve upon doing immediately:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Avoiding clutter

*Have nothing in your houses that you do not know to be useful or believe to be beautiful." - William Morris*

For some of you, you may have grown up in a cluttered home. A place where cupboards would not close, closets and dressers were overflowing with clothing, and stuff was shoved under the beds and into nooks and crannies. When guests came over it was a huge chore to clean the house and everyone had to help because it was such a big job. Does that sound all too familiar?

Most people don't even notice that they have too much stuff. It is something that is overlooked. But day after day they are spending hours trying to get ahead of housecleaning and organizing. They are constantly making an excuse as to why their home is in disarray. The answer is very simple of what they need to do to help those issues...they need to declutter!

To understand the definition of declutter, we need to define what "clutter" is:

*to fill up or possibly cover with dispersed or disordered items that obstruct movement as well as minimize effectiveness.*

Therefore, declutter is the opposite action. It really is to sort items and get tidy. It means to order items, to put things in place where they belong.

Most peoples' homes are full of things. We live in a land of "stuff." Stuff that makes us feel good, stuff that we don't want to get rid of, and stuff that takes over our lives.

It begins when we own too many things. When we have fewer items the easier it will be to keep clutter at a minimum.

The first and easiest ways to start decluttering is to remove the excessive possessions that are stealing our lives, times, and energy.

In your process of removing the excess, it can be helpful to define what it is that is causing your clutter. Usually it is defined in 3 ways:

1. Too much stuff in too small of a space
2. Anything that you no longer use or like
3. Anything that leads to a feeling of disorganization

It is not good to have too many things in your room. A few well arranged items on top of your dresser make it much easier to keep order and will help you save time in caring for your room.

### **Questions to consider:**

- How is your desk looking?

- Is it cluttered and untidy looking?
- Are there books that you don't regularly use that are left out?
- Are there things on the top of the table that should be kept in drawers or boxes?
- What other places in your room may be in disorder and full of unnecessary things?

### **Hands on skill:**

You are going to declutter your room.

Here are some simple steps to declutter your room:

1. Clear a working area probably in the middle, where you can sort things. Gather a bag for trash, boxes for donate and return to other areas of the home.
2. Work in a clock pattern around your room start at 12 and move around the room in a clockwise pattern.
3. Do one drawer or shelf at a time.
4. Pull everything out of the drawer or shelf and set it in your working area. Sort the items into the appropriate places—trash, give away, or return to the drawer or shelf.
5. When deciding where each item should go you need to make an instant decision. Think about when was the last time you used this? If you haven't used it for six months or more you probably won't. Exceptions to seasonal items.
6. Continue to work on your entire room until you return back to the 12 o'clock mark.



If this is the first time that you have decluttered your room, it will probably take a few hours. Work in sections if it seems to overwhelm you. Take a break and do something else in between. The more that you do this, it will normally only take an hour or so to upkeep your room.

One thing that I notice that will get overlooked when cleaning out a room is a brush full of hair. Make sure that you regularly clean out your brushes and wash them with soapy water.

When setting up your dresser, think what items you absolutely need to leave out and put the rest away.

The same is true for your desks and nightstands. You can only read one book at a time, you don't paint your nails each day, or you don't listen to ALL of those CDs at one time. Put away every item that is not used daily. Keep it simple.

When you stand back and notice your room, take note which areas look cluttered. Go back and redo those areas. You want a simple, not chaotic look. Leave out only the items that are used regularly and put the rest away. A clean room will give you a sense of accomplishment and peace, knowing that you have done a good job. Keep up on it.

Now that you have decluttered your room and have learned how to be more effective, is there another area of your home that you can help your mom out by decluttering? She might have too many books on the bookshelf, too many magazines with recipes that she may never get to.

Look around your home and see where there is "too much" of something. Brainstorm and even internet search ways of improving that area. I am sure your mother will be blessed by your eagerness to

help out in ways that she might not be able to get to because of her season of life.

**Areas that I can help improve upon in our home:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Establishing a morning routine

When you establish a routine for yourself each morning, you are creating an environment of consistency. When you are a CEO in charge of a family, your morning routine affects your employees (family members). With consistency comes known expectations of roles and responsibilities, known outcomes and a happier, calmer family life. How does your morning routine measure up? Ask yourself the following questions:

- Do you ever feel rushed in the mornings?
- Do you feel stressed out, when mother is cross because you slept in late?
- Do you find like you are getting distracted when trying to complete your most important tasks?
- Do you regularly feel like you have just wasted your day?

If you answered "yes" to these questions then it is time to establish a morning routine. You want your day to get off to a great start, especially if you are in charge of a bunch of employees (children.)

Having a morning routine means implementing and establishing a consistent routine to help create order in your home life and to help you gain control of your day.

When you have a morning routine, it usually does not involve hitting the snooze button on your alarm four times before you actually roll out of bed or scanning your phone to see what the world is up to. It involves carefully set up tasks and habits that are to be completed before you begin your day.

Why should you do all of this? Remember we are viewing your future life as the life of a successful CEO. Think about your favorite things to do in life. Do you have a certain nonprofit group, you like to involve yourself in? Is there a certain place where you like to eat at? Do you have a business that you like to frequent because of their top customer service? In our lives we are drawn to certain businesses, products, bosses, and friends because they provide consistently good food, products, leadership and friendship. If we expect value and consistency in those things, why shouldn't we expect them in our own lives? Having a morning routine is just one of those things to help give you order and calmness to your day.

### **Morning routine**

When waking up in the morning and leaving your room, it should be in order. But what happens when you wake up late and there isn't much time for having your room be tidy? A well worked out schedule for the things you have to do before leaving the house in the morning will help to eliminate this problem.

Here are some questions that will help you figure out your morning routine:

- Do you make needless trips back and forth across the room and up and down the stairs?
- How many minutes does it take you to put your room in order and make the bed? Can you think of any way to cut down this time?

- Did you hang up your clothing the night before and leave things in order so that there are no unnecessary things to do in the morning?
- Have you planned exactly which things to do before breakfast and what to do after breakfast so that you won't waste time?
- Do you have regular morning chores that you are responsible for doing? Start them on your own, don't make your mother remind you. You are growing up to be a woman, you don't need your mom reminding you of simple routine tasks.
- Do you set aside a set time to do your email and other internet outlets? This can be a huge time waster. Set aside some time during the day and stick with it to answer emails, etc.

**Hands on skill: Getting your routine started.**

On the following page, make a list of what you do in the morning before and after breakfast. Show this to your Mom and let her offer help in areas that can be improved upon. After getting advice, try and experiment every morning until you have worked out the most satisfactory schedule. One that becomes a habit for everyday. Fill in the following information and evaluate where you stand for orderliness.

Time I wake up: \_\_\_\_\_

I hit the snooze how many times: \_\_\_\_\_ eliminate this step, don't set your alarm so early if you are going to snooze.

First thing I do, after I open my eyes: \_\_\_\_\_

Should I eliminate this step: \_\_\_\_\_

My next steps are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

What do I do after I have breakfast:

What are some things I need to do differently:

\*\*\*\*\*

Now that you have written out what you do, can you put into effect what you are going to change? List your "new" wake up schedule here:

**My new wake up schedule is:**

Time I wake up: \_\_\_\_\_

First thing I am going to do: \_\_\_\_\_

My next new steps are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

After breakfast I will:

Put these into effect all week, establish a new morning routine. If your body and mind knows what to expect, things will roll much smoother in your day.

### **Weekly cleaning**

You are in training to be a CEO of a household. CEO 's of a company do not leave things alone, they work, they organize, they cut back on, they see where they need to make cuts, they strive to be efficient in ALL WAYS. You as a daughter in training are preparing yourself to be an efficient CEO at home.

Let's imagine walking by a room, when you looked in, you saw a room full of disarray. The bed was not made, clothing was thrown upon the floor, window curtains were crooked and dirty, and it had an unpleasant odor about it.

Now imagine you pass by another room. In this room the bed is nicely made with clean bedding. The curtains hang fresh and straight in the window, clothing is hung neatly in the closets, it has a smell of a yummy candle burning, and there isn't a speck of dust to be seen.

In which of these rooms would you want to invite your friends over to hang out in? Where would you want to spend the afternoon reading or sewing in? Why do we prefer the clean and orderly room? Do you ever feel disturbed and confused when you are in a place that is torn up and disorderly? Do you not feel happier when your room is cleaned?

Why is it worthwhile to keep your room in order?

- It is sanitary and healthful to keep your room clean and orderly.
- It saves time when you are in a hurry.
- It is an opportunity for you to do your share in helping to keep house.

### **Hands on skill creating a schedule:**

Do you have a regular schedule of cleaning or tasks that you are expected to carry out each week? Your assignment is to make a schedule showing what you do each day in the week. Record the number of minutes or hours that you spend each week helping with the housework.



Take into consideration the following:

- Do you only do the things that you are asked to do in helping at home?
- Do you think to offer to do extra things so that your mother may have a little relief or fun?
- Do you do your share of the work willingly and pleasantly?
- Do you have to be reminded constantly of your responsibilities?

Just as you saved time in cleaning your room, you can save time cleaning and caring for other rooms. The most important thing is to have a plan for doing your work so that you eliminate needless steps and motions.

Sometimes when cleaning several rooms it is better to do all the sweeping, then do all the dusting, etc. Sometimes it is better to dust, sweep, and finish each room as you go. Try different ways of doing your cleaning and find the quickest way of doing your work.

You will find that if you have followed the daily practice of keeping your room in order, it is much less of a task to clean it each week. There won't be any shoes on the floor, no clothes to pick up, and no trash on your desk. Most housewives will have a general rule of order when it comes to cleaning a bedroom. Here is a sample to follow that will help you to do it quickly and thoroughly.

1. Wash the sheets and air the bed each week. Do this early enough to allow the bed time to air out.
2. Bring all the tools you need to clean your room. This is another way to help save wasteful time.
3. Dust and wipe down all tabletop areas in your room at least once per week. Wipe down all media screens, keyboards, etc.

4. Empty the waste basket at least once per week.
5. Cleaning the floor is last. Sweep, vacuum, or wash as needed.

This week, I want you to create a schedule for normal weekly chores that you are responsible for. Write down what chores you are to do each day. Then if you are to do certain chores once per week, I want you to schedule those as well. You may have chores that you are responsible for once a month, schedule those too.

Here is a sample schedule:

**My daily chores:**

Make bed  
Pick up room  
Wash breakfast dishes  
Clean up kitchen

**My weekly chores:**

Monday---wash bedding  
Tuesday—dust and use window/glass cleaner in all rooms  
Wednesday—bake bread  
Thursday---clean van  
Friday—deep clean bathroom  
Saturday—help with yard work

Make a list of your daily chores, then your weekly chores. If you have many chores that you do only once per week, divide them up among each day. That way you are not cramming all of your work into one day.

My daily chores:

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My weekly chores:

Mon \_\_\_\_\_

Tues \_\_\_\_\_

Wed \_\_\_\_\_

Thurs \_\_\_\_\_

Fri \_\_\_\_\_

Sat \_\_\_\_\_

You can do this type of scheduling with every area of your life. If you are doing your school work, schedule exactly when you are to complete it. Schedule in time for extra activities like sewing, baking, beading, or writing. Maybe choose a different day each week to focus on different tasks(ex: sewing on Monday, baking on Tues, etc.) Make sure

to throw in some free time as well. Stick to your schedule. If you have a different schedule each day, write it all out. This way you will know what is expected out of your day and when thinking about what it is you need to be doing, you can look at your schedule. Don't cram up your entire day, leave some flexibility for when life gets crazy. The key is to establish some sort of order.

Your goal is to eliminate wasted time. You want to be efficient at what you do. Remember when you take less time to do daily and weekly habits, that leaves more time for fun and freedom.

### **On becoming a woman**

One of the greatest parts of growing up is hitting that milestone of having a period and passing from childhood to womanhood. This can be one of the best moments of your life or you can view it as one of the worst 😊 Let's take some lessons from the devotional and focus on the half-full part of it.

#### **What are some signs that your period is coming?**

The age at which a young girl can start menstruating (another word for period) is anywhere from 8-15 years of age. Seems like a big age gap! Starting early or starting late, doesn't mean that your body is any less of a woman, it just means that everything is in place now for you to start into womanhood. There are often some signs that you may be nearing your first period. Breast development and pubic hair growth often begin a couple of years before menstruation. Some girls may experience a growth spurt about a year before they begin.

The typical menstrual cycle lasts 28 days, but periods are often irregular during the first few years of menstruation. Sometimes during this time, girls may skip cycles or they may occur at multiple intervals during the month. This can be from stress or by your hormones being out of whack. If they seem to get worse, talk to your mother about them and she can speak to your doctor about the issues. A girl's first period is usually very light, with sometimes only spotting or very little blood.

## What is happening inside of me?

I am going to give you the shortened version of what is happening. I would suggest you talk with your Mom or other older woman in your life about what is going on inside of you. God has given you a uterus. A uterus is a special place that will one day, hold a baby inside of it. From the time you are born, God has given you all of the "eggs" that you will ever need inside of your ovaries, isn't that wonderful that you are "equipped" from the beginning—God has a plan!

Day 1 starts with the first day of your period. This occurs after your hormone levels drop at the end of the previous cycle, signaling blood and tissues lining the uterus to break down and shed from the body. Bleeding lasts about 5 days.

Usually by Day 7, bleeding has stopped. Leading up to this time, hormones stimulate fluid-filled pockets called follicles to develop on the ovaries. Each follicle contains an egg.

Between Day 7 and 14, one follicle will continue to develop and reach maturity. The lining of the uterus starts to thicken, waiting for a fertilized egg to implant there. The lining is rich in blood and nutrients.

Day 14, hormones cause the mature follicle to burst and release an egg from the ovary. This process is called ovulation. Over the next few days, the egg travels down through the fallopian tubes towards the uterus. If a sperm from a male, unites with the egg here, the fertilized egg will continue down the fallopian tube and attach to the lining of the uterus.

If the egg is not fertilized by a male sperm, hormone levels will drop around day 25. This signals the next menstrual cycle to begin. The egg will break apart and be shed from the uterus opening—the cervix, and out of your vagina. This results in small blood spots in your underwear.

This is a very normal process and every woman you come in contact with has gone through this. I would suggest that you keep a small maxi pad in your purse to take with you, in case your period begins. Your first one you don't get any major signs that it is going to happen. When you go to the bathroom, check the inside of your underwear to look for any spotting. One of girl's biggest fears is that they are going to start flowing blood and it is going to soak through their clothing for everyone to see. In all my years of knowing girls, I have never met anyone who has had a horrible experience like that. Normally it is a very subtle amount, enough so that it doesn't go through your clothing. If you notice something wet, go check in the bathroom.

You may normally have a slight discharge in your underwear each month that is yellow and mucous-like, to help that, you can wear a small pantiliner. These are mini pads that you can't normally feel, but help make you feel fresher. If you happen to start your period, this will help to not get all over.

### **What happens when I do start?**

If you need to change your underwear, get a fresh pair on and insert a pad into the lining of your underpants. I would suggest underwear that have a cotton lining to them. You can choose maxi pads that have "wings" on them and they wrap around your underwear. This will help

keep them into place and prevents leaks. Your first period tends to be very light. Choose a pad with light flow on the package and you should be fine. As you get older, your flow may increase and you can purchase a heavier flow type pad. But no need to wear a bulky one for your first one. They are super thin and you can hardly tell that you are wearing them.

For the blood stained underwear, if you have hydrogen peroxide squirt it directly onto the blood. It will literally fizzle away the blood. Then rinse off in cold water. If you use hot water it will set the stain. This works great in case you have any leaks in your clothing as well.

When I was younger, I started having two sets of underwear. One for the time of the month and one for regular use. The time of the month were just plain cotton ones, that might get stained, but were comfortable to wear. Just a suggestion as you get older.

### **How often do I change pads?**

Having your periods can cause you to have a slight odor down in that area. Your best defense is to make sure that you shower at least once daily. Put on fresh underwear, a new pad, and clean clothing. Wear some deodorant every day. Every time you go to the bathroom, typically every 2-3 hours, you should change your pad. When you take off the pad, use the wrapper from the new one to wrap around the old pad. Take a strip of toilet paper and wrap around it the opposite way, to avoid seeing any of the contents. Push it down into the wastebasket to dispose of it. I have been in many places, where girls just throw it into the garbage can, yuck! That is very unpleasant to look at. Wrap it



up tightly and dispose in trash can. These will begin to smell if you do not empty your trash on a regular basis. Make sure you do this.

Having good, clean personal hygiene is your best defense in worrying about odors😊

### **Some tips:**

Choose not to take many baths but instead shower. Bathing in a tub is fine occasionally, but by sitting in a tub full of soap is not good for your vaginal area. This can lead to irritation and yeast infections. If you notice any itching, burning, white yeasty cottage cheese looking discharge, or foul odors talk to your mom about possibly having one of these.

A good way to know when you are about to start your period, is to use a calendar. You can put a circle on the days that you begin your period and everyday that you continue to bleed. If you are embarrassed put a heart on that day instead. No one will recognize what it means but you. After keeping track for about three months, you can count the days from the time your period starts to the next time you begin bleeding. There will be a pattern. Then you can kind of estimate when your next one will begin. This will enable you to be prepared for it.

### **PMS**

To be joyful is a hard thing to do, especially when that time of the month rolls around. I am a very stable, normally joyful all of the time woman, but when that time of the month rolls around, I can feel the skin crawl on my back. When I was younger, I didn't know how to deal with it as much as I do now, but as I get older when I start feeling the effects, I take note and take measures.

PMS usually begins about a week before your bleeding occurs. Some girls notice nothing about how they feel and others feel every single one of these symptoms:

- Tired
- Moody
- Short tempered
- Bloating
- Hungry
- Overwhelmed
- Anxiety

Sounds fun right? It isn't as bad as it sounds. The key to dealing with it, is preparing yourself. How do you prepare? You take it easy. If you know that you are experiencing PMS, you give yourself a break. Not a break that you need to lay in bed and do nothing, just a break from all the "normal stresses of life." If you can take it easy, by laying low and doing things on a more relaxing level, this will be best.

#### **Some tips:**

- Get some extra sleep, skip the television show, go to bed earlier. If you can take a nap, do so.
- Eat healthy foods. This is a time of craving sweet and salty foods. Don't overindulge, just ration out a little and continue eating healthy. Your body can't function properly if you are not giving it good, whole food choices.
- Hydrate yourself by drinking more water. This will help get rid of the bloated feeling. I know it may sound counterproductive to drink more water when you are already feeling full of water, but this will help flush out extra toxins from your body. You will be

losing some fluids by the blood, be sure to replace it by drinking more water.

- Exercise---what?!?! Yes, I promise this will make you feel better and alleviate stress. Go for a quiet walk or bike ride to help ease tension.
- Take some "you" time. Relax by reading a book or doing something you enjoy doing quietly.
- Don't over schedule yourself during this time, it will just add to the stress.
- Let your mom know what is going on and how you feel, this will give her a "heads up" and this will enable her to not question why you are in a rotten mood. It may help her to help you to focus on the positive and smile more 😊
- Don't keep things bottled up, if you need to talk to someone, do so. Find some time to explain to someone how you are feeling and what is going on. Get encouragement!

Sometimes during your period you may experience cramping. Normal and won't happen all of the time. You can alleviate this by taking over the counter pain medication, using a heating pad, or by taking a warm shower. (Note: They have some specifically for PMS that will help as well. )

Having periods are a big part of becoming a woman. I know it sounds like a lot of extra stuff to throw in on your already overwhelmed teen life, but it prepares you for your future. Your body is getting ready to do what God intends for it, to be a mother. Learning how to deal with emotions, irritations, and discomforts are all good for us. It helps you to be stronger and more in control of yourself. Life is about handling the stresses of it. You can view everything as half empty, and you will

experience many hardship by thinking you got the short end of the stick, and you probably won't be a very pleasant person to be around. Or you can choose to be a half full person, one who realizes there are negatives, but is going to focus on the positives going around them. These are the type of people you want to be. This is the type of friend you want to be. This is the type of wife you want to be and this is who God wants you to be. He has great plans for your life, but it is our choice whether we see those great plans manifest in our lives. It is much easier to deal with someone who is positive and looking for the good then dealing with a person who is ready for the bad to happen. Choose to be joyful.

# Completion

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Congratulations you have completed a semester of home economics. You should now be quite efficient and effective in your home and personal life. Do you feel like you have gained some much needed skills? As with everything in life you should continually strive to better train yourself. There is always a new skill to learn or a skill that we can perfect. Make it your goal to always strive to do your best in everything that you do.