

Establishing a routine

Establishing a morning routine

When you establish a routine for yourself each morning, you are creating an environment of consistency. When you are part of a family, your morning routine affects your 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, because this will determine the sort of day you have 😊

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? Let’s view 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 man, 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.

On the following chart, 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: yes or no

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:

1. _____
2. _____
3. _____

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 after I wake up: _____

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.

Regular household chores

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 or father 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?

You can save time cleaning and caring for your home. This will allow more time in your day. 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. Some people 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

take out the trash

My weekly chores:

Monday—wash bedding

Tuesday—clean up the yard/ leaf blow driveway

Wednesday—clean out the garage

Thursday—clean van

Friday—deep clean bathroom

Saturday—clean out animal pens

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.

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 writing, exercising, woodworking, fishing or building projects.. Maybe choose a different day each week to focus on different tasks(ex: woodworking on Monday, fishing 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.

My daily chores:

My weekly chores:

Mon _____

Tues _____

Wed _____

Thurs _____

Fri _____

Sat _____