



My Clean House

Simple Housework System

**Give Your Home a BOOST
Every Time You Use It!**

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Setting Up Your BOOST Circuit, the Heart of the ‘My Clean House Simple Housework System’.

We all thrive and love to live in a clean house but sometimes it isn't easy to get it that way – or keep it when we finally do.

Keeping it simple is the key so that you can spend more time doing and less time managing systems, looking for things or getting the energy to start to deal with any of it.

This results in much less time spent and a cleaner, less cluttered, happier home to live in – and it gives you more time to do what you really want to be doing – guilt free!

Take a load off and read on to find out...

HOW TO DO THE BOOST CIRCUIT

When I first stumbled on the system, using the BOOST Housework Circuit worksheet to free up my time while keeping the housework at bay, I realized right away that there was more going on here than just a fancy list in a few boxes on a piece of paper under a protective plastic sheet and a dry erase marker!

I realized why it was working and why I had so much trouble in getting anything to work before – even though I was running faster and working harder. I was also stressed, embarrassed and completely baffled as to how “everyone else” kept a nice house.

These concepts do come easy to some people, but some of us need to be reminded. And the BOOST Housework Circuit sheet is just the tool to do it.

Customize it to make it work for you, that is one of the great things about it.

It's all yours.

At first glance it may look deceptively simple.

You may ask, is this all there is?

You will be delighted to find out that it's all you need once you try it, and soon you will wonder how you ever did without it.

WHY DOES IT WORK?

The **BOOST Circuit** works because it embraces a few universal laws of time management and productivity.

The catch is that YOU have to make the commitment to do it. Can you feel the power in that? I hope so!

The concepts are very simple and easy to use.

- Set your priorities.
- Focus on your priorities – multi tasking isn't necessarily efficient.
- Self-Discipline – an ACTION is worth a thousand words.
- Organize everything – remember...less is more.
- Follow a Routine – start small and build up, you will be amazed.
- Consistency – the KEY to a successful routine.
- Controlled progress – eat that elephant a bite at a time.
- Create and Follow a System – pull it all together. Routine and Consistency multiplied in all areas will give you a system for success.

All of these are contained within the 'Clean House Simple Housework System'. It sounds very fancy but luckily it's as simple as using one piece of paper – every day (or there about – one of the great things is that if you can keep it up most of the time, the 'sometimes' when you can't seem to take care of themselves).

All you need to do is start – don't think about it – just do it.

Another great thing? If you use it every day, all of these things will come naturally and you won't even have to think about it. And you may even find yourself WANTING to do it, it's that good.

DROP AND GIVE ME 5 (10 OR 15!)

Just kidding, you can get up now :0)

Time is a numbers game. Apply this concept to any system and you will be amazed at the results. As a rule, I start with a 15 minute session in each new area, narrowing it to 10 minutes, then 5 often does the trick, **if I am consistent**.

For example, when I first started my original Circuit, I did 15 minutes in each room. Now my bedroom is pretty much presentable so I have that down to 5 minutes each day. Some days I will do a double or make it a 10 or 15 if I want to do a bit of deeper cleaning, or if something has gotten out of control - such as if a bunch of laundry has found its way there and hasn't been able to find its way out!

DOING THE CIRCUIT

My BOOST Housework Circuit Sheet (below) contains all of the areas in my home that I generally need to clean on a regular basis to keep things homey and running smoothly.

Some items are listed as 'alternate' meaning that there are more than one of them (4 halls at the top and bottom of each of 2 sets of stairs for example) so I can cycle through them rather than listing them as one unit together.

I put the circuit sheet print out in a sheet protector and mark each quadrant with a dry erasable marker as I do them. I may be easily amused, but checking those check marks and then starting all over again is one of the high points of my day!

NOTE: I realized one day that setting a number of time pockets that I wanted to complete each day helped me to stay focused until I had finished the complete circuit so I started tracking the number with a check mark beside for every 5 minutes I did. I've added that feature to the circuit worksheet so you can do the same if you would like, or you can stick to the method of checking off each area as you do it.

CIRCLE IT

Another way that I make the Circuit worksheet work for me is to quickly plan my circuit before I do it by choosing the quadrants that I want to do for the day's session.

It can be done as soon as you are finished for the next time depending on what you didn't do or you can do it right before you start when you have a better idea of what has fallen into the top priority.

It's easy and should only take a few seconds. All you have to do is look at your Circuit sheet and decide which areas you want to do and circle them. You may even want to write in the time or number of 5 minute units you want to spend if it is different than you have listed on your template, it can change daily (example you can write 5 or 10 or 15 or you can write 1 or 2 or 3 depending on what you find easier.)

When I have completed each circled area I cross it out leaving the undone areas circled so that with a quick glance I can see what I still need to do when I have 5 minutes here and there if I don't finish it in one go. It's another way to see big results, often there are 5 minute spots throughout the day that could normally be wasted – now you can have a

quick glance and see immediately how you can best spend them and see big results in your home.

ONE CAUTION: By using the circle method it is possible to find yourself doing the ‘in your face’ items regularly while neglecting the ‘not so in your face’. Try to remember to take a balanced approach by cycling through all of the items on your BOOST worksheet.

You can keep notes to yourself using a dry erase marker or a sticky note as well if you find it helps you to remember to complete something.

NUMBER IT – USING THE SCORE KEEPER

There are 10 units included to equal 50 minutes (you can do it at once or spread over the day in any combination that suits you). You’ll find them on the bottom of your BOOST Circuit worksheet (page 18).

You don’t need to do the full 10 – you get to decide how many you want to do – it can vary to suit your day.

The main thing is to decide and use that number as your MOTIVATOR. If you decide that your home needs 8 units per day to be checked off then try your best to do 8. If you do 6 one day you may be able to do 2 extra the next. Remember, you get a check mark for every 5 minutes of focused work that you do in any of the areas on your Circuit sheet – exercise, green smoothie, water etc count as one (even if you only drink one water you can get a check or give yourself a half checkmark. Don’t get too caught up in it, the idea is to get in and get out – being aware, accountable, having a little fun and to be rewarded by seeing those checkmarks is the main function of the Score Keeper – just doing it will help you to get the most from your daily boost.

A FEW DEFINITIONS

Quadrant: I like to call each unit within the BOOST Housework Circuit worksheet a quadrant. The reason is that each one is boxed within 4 ‘walls’ keeping them separate and very easy to laser focus on until 5 -10 -15 minutes is over.

Time Pocket: Each quadrant is done at warp speed within a time pocket of 5 minutes. You can do more than one time pocket per quadrant (2 x 5 minutes equal 2 time pockets or 10 minutes and 2 checkmarks on your scorekeeper.)

WHEN?

For me it is important to do it first thing after the kids go to school or it doesn’t get done, and also then I can enjoy the peace and productivity of a clean environment throughout the day – it’s a huge boost.

Sometimes I get started before they get up if I have the time. Translate that to if I can get out of bed early enough. That is one of the important things about getting to bed on time at night. That extra half hour or so of TV or computer time is going to cost you quality time in the morning.

Time spent in the morning is generally worth at least twice as much as any other time as it sets the tone for the day and allows you to be productive throughout the bulk of it.

Those of you who work outside of the home may have to do things slightly differently, but the main point of the 5-10-15 minute sessions **done consistently** are still critical, just do them when it works for you, probably soon after you get home before you decide to wind down for the night.

Although it sounds exhausting, the upside is that you will enjoy surprising tranquility for the rest of the evening. You will notice it in your family as well.

HUGE RESULTS 5 MINUTES AT A TIME

The best part about it is that when you've been consistent with it, you will find that a 5 minute time pocket every day will produce huge results in any area that you apply it to.

You will find as you go along that your game plan will change, you may add one or move one to be done every other day or even weekly.

You may find yourself scheduling an extra 15 minute session for a day or two if an area has gotten out of hand, you'll be amazed how fast it gets back on track.

GRADUATION DAY!

Another thing that happens as we start to see our routines showing results and things are becoming very easy to keep clean, is that we can then **graduate** to deep cleaning. For example, if you find that you have leftover time when you are cleaning your bedroom, instead of fluffing off the remaining time – tackle a drawer or a shelf for a few minutes a day.

WHY

Because we all want peace and being in control of our surroundings and our duties gives us that. Clutter truly does create KAOS in our minds and with our emotions. A few other side benefits I've found are that the morning routine gives me a good work out. Since I'm timing myself, I rush and sometimes even run to get a task accomplished, rather than leisurely saunter around. I recently read somewhere that 20 minutes of housework burns 100 calories. I definitely find that keeping in shape is easier when I am doing my BOOST, if you are moving quickly my guess is that you can burn 100 calories and more for every 20 minutes doing your circuit.

You will also find that you now are making molehills out of mountains instead of the other way around for a change. A houseful of holiday crazed kids can leave you looking at a mountain! But a timer set for 10 minutes can have you looking at a small piece of a mountain and flat land in site in no time.

Also, I do some of my best brainstorming while doing my routines, it's like a walking meditation. Priceless and some of my best ideas have come out of the time spent doing my routine.

You'll find you've decluttered your mind as well as your house by the time you're finished. Can't beat that deal!

MOST IMPORTANTLY...

You are creating a home for yourself as well as your family. As a matter of fact, I find that using that as my mantra keeps me extremely focused and motivated to go the extra mile to do the 'homey type things.

When the going gets tough and you don't think you can make it, or when you are tempted to just say 'fogedaboutit', repeat after me...

"I am creating a home, I am creating a home, I am creating a home."

Then click your heels together 3 times and get going – you have a home to create – and isn't that a completely splendid thing!

WHERE

My daily time pocket areas are:

Kitchen: counter, floor and table are each a separate time pocket. I have included supper prep and throwing a loaf of bread in the machine. It takes under 5 minutes. Homemade bread can be very good for the digestive system and is cheaper than the store bought stuff (I'm assuming at the price of it!). Each get one checkmark on the score keeper.

Living room: sometimes I divide this into general clean up and major clutter area that develops if I don't keep on it, but if I stick to the program, one time pocket for the works is enough. Our living room is where our front door is, so I have made it a point to include taking a load of whatever needs to go outside with my exercise time pocket (walk). Since I am taking time to walk out the door anyway, it works well.

Halls/Stairs: We have two sets of stairs that seem to collect stuff so we clear them every other day. I have found small baskets for each child – I find empty wooden Clementine crates to be extremely helpful. A nice bigger basket is also helpful for larger items, and then you only need to pick up the basket to bring the whole works where it needs to go to be put away. And it can even look "decorative". Martha Stewart, look out!

Even that job can be broken into time pockets – 5 minutes here and there will have it emptied in no time. Just be sure that it isn't in the way where someone can trip and fall on it.

Bedroom: Laundry often gets put in here, so it is sometimes its own time pocket, dressers and night stands are sometimes their own, as well as closets (these are all tackled in depth with the Spring Cleaning Challenge – 20 minutes a day will make your BOOST circuit a breeze). Once it's all taken care of, I can usually tidy the entire bedroom in a time pocket of 5 minutes most days. (SIZZLING!)

Bathroom 1: It's a 2 as well although I often do it every day for the time it takes and it can get messy fast since that's also where the washer/dryer, shower and laundry tub are.

Bathroom 2: Upstairs, can get messy too since it has the kitty litter and tooth brushing sink in it, but every other day usually does the trick so it's a 2, I used to do it when my daughter was in the tub, now she likes her privacy :0).

Supper: Any supper prep that I can do now to extend my work day later.

Laundry: It doesn't have to be all done, but at least started – step one!

Vacuum: Our house has 3 floors so I don't vacuum each one every day although I could! I do one each day, sometimes 2. I sweep the kitchen floor quickly almost every day, that is a time pocket of its own.

Desk/Office: As I mentioned, I work at home so include this with my morning chores or I don't do it. I can't even begin to say how much more relaxed and productive I am with a clean desk. Another thing that works for me is to make it my first activity of the day in my office, or the last. Or you can even do it when you are waiting for a webpage to download etc, just get in the habit of it, it will make your work area so much more productive. And you'll be surprised by what you will find, sometimes in the nick of time!

Some days I add an extra one or two, like our coat/boot/junk room or the kids rooms (when they are home to help!) outside/gardening in the summer, whatever works for you, just be consistent.

I have also found that the addition of 2 new time pockets - 5 Minute Magic and BOOST – has been especially helpful. I find that done regularly, these make my life easier.

BOOST is for items such as make sure that the cell phone, ipod, rechargeable batteries etc are charged, frozen items out for dinner etc.

5 Minute Magic is for things like a quick clean up of a cluttered area that I normally wouldn't be doing or an 5 minutes spent in a specific area to give it an extra something special, things like that.

As I've stated, I don't do ALL of them every day, but if I do the Circuit every day and give it my best shot, they all get done often enough to keep everything under control.

I have also expanded to include my health, so these things don't necessarily have to go in your housekeeping circuit, they can go on a separate one if you find that works better for you.

For now, best to keep it simple. I put mine together (you can see how on my example worksheet at the bottom) and do these items through the day – 20 minutes exercise/walk dog (work up a sweat and the endorphin rush will have you hooked – the best 'me' time on the planet, even if you go with the kids), 2-3L water (helps a lot to maintain or lose weight), green smoothie (absolutely amazing health benefits that I feel and see).

I don't include them in my score keeper but I do check them off to track if I've done them or not.

WHEN

I do my BOOST Circuit every morning, sometimes I will add a bit of extra time onto a time pocket if I'm motivated and there is something extra I want to do - to do this I never set the timer for anything more than 15 minutes at a time –

It just occurred to me that maybe the problem is that we're becoming an attention deficit society, I just read that indeed, the average adult does have an attention span of 15 minutes, I feel better already.

UPDATE: Obviously that part was written a few years ago, it's pretty much become common knowledge now that we are indeed an attention deficit society – that's why we need to be proactive in becoming focused and centered – your BOOST worksheet helps you to do exactly that.

Part of it is psychological in that if you give yourself ½ hour you will feel that you have enough time to dawdle, if you give yourself 15 minutes you will shake your booty, trying to get things done in that short amount of time. The only time I literally run through my housework is when I set the timer. You know the saying, work will fill up whatever time you give it (or something like that) It's true, so don't give it any more time than it needs.

Or going the other way, if I'm rushed, I will only do a 5 minute clean up in only the areas that really need it that day. I only caution you not to do it too often, if it becomes necessary, rework your system.

One of the greatest things is suddenly you find yourself aware of what you can accomplish in 15 minutes. Instead of “down time”, 15 minutes suddenly becomes a window of opportunity. Open the window and it becomes a lifetime of accomplishment.

Also, you will catch yourself doing old habits and it will be easy to see where your time went.

I was cleaning the hall on the top of our stairs using a basket, when I emptied it downstairs I automatically went to the washer/dryer and started doing laundry. Oops, I remembered that I was doing 5 on the stairs, so I rushed back up the stairs without the basket, so had to rush back down to get it.

That is the cost of being sidetracked and it adds up!

ABOUT EVENINGS – SOLID GOLD!

I also find the BOOST worksheet motivates me to do some at night, especially if I didn't get my morning circuit completed. General kitchen clean up is a **must** if I don't want to be longer in the kitchen in the morning.

For me this is important because I am a morning person and have a turbo spurt from about 7:30 until 11:00 or so, so I don't want to spend it doing dishes.

Also, if you have kids, night time routines are an unbelievable help to make mornings run smoothly. Books and clothes are the bare minimum, if you can get a jump on breakfast preparation and some lunch stuff done ahead, you are **the man!**

Also night time is when I do the 15 minute session with the kids. I block it into 5 minute sessions, so they can use the same concept as above, if I give them 15 minutes, they will get 1 job done, if I give them 3 sessions of 5, they will get 3 jobs done.

As they have gotten older, I have assigned them each chores which works well as long as I keep them age appropriate, don't overload them and check that they are done each evening!

I often do a quick circuit at night before I go to bed to save myself a little time in the morning as well. You can use this in two ways. If you want to shorten your circuit time, the more you get done the night before, the less you have to do in the morning. Or you can use the extra circuit time to go into a little deeper cleaning, it's your choice. Whatever works for you.

UPDATE: Since writing this chapter I have changed my approach, another example of how you can change the system to work better for you at any time.

I struggled in trying to decide on the best time to do my BOOST Circuit. It worked beautifully in the morning, but being in the “optimal mindset” as I usually try to be, I realized that it was taking up some of my most productive work time.

I stumbled on the answer one day when I came across Carole Pagan’s email course called “Whole Life Makeover” and her ebook, a perfect fit called “Secrets of a Clean Freak”. Of course I had to buy it!

Inside she tells us that one of her secrets is to make sure that the dishes are done, counters wiped and that the bathroom is also wiped at the end of each day. This guarantees that she (and we) are going to wake up to a clean kitchen and bathroom every morning.

So I decided to add that small detail to my day. It turned out to be HUGE!

After the first few nights of bleary eyed determination, I found myself being sure to do those 2 tasks earlier in the evening. I actually started out with just the kitchen and then added the bathroom as I got into the groove.

Then an amazing thing happened. I found myself drawn to do more with the time I had left over. I was on a roll and started liking to do my BOOST Circuit in the evening without really thinking about it. I just did a bit extra here and there, and realized that my Circuit was finished and ready for morning.

It does take a bit longer because there are more interruptions, but I like being out and about in the house when the kids are home anyway. It sets a good example and I am more inclined to remember to get them to do their own nightly chores.

And I LOVE having the extra uninterrupted, guilt free time in the morning to work.

The main ingredient that Carol’s system added to mine was the act of setting a deadline. Brian Tracy, one of my favourite speakers, mentions this in his popular time management information. I don’t know why it had never occurred to me to apply this concept to my housework routine – another thing that “born organized” people do automatically – but as soon as I did... the rest is history!

I find that one of the most amazing benefits of staying on routine and having a clean house is motivation. Suddenly where wiping the bathroom every night seemed like a lot to ask, I look forward to it!

Call me strange if you like, but there is something majorly rewarding about taking a bathroom from dull to sparkling in about 1 minute – this is a good example of how over time the payoff shows true momentum as such a small amount of time and energy gives you huge results – a clean bathroom, every single day. It becomes automatic and even fun – most days. Some days you’ll have to haul your hiney over there, but when you are finished, you’ll be glad that you did.

So be sure to decide on your non-negotiables – make them the most important but nagging items – kitchen and bathroom are great places to start. Work your schedule so that it works for you – morning or evening or broken into single segments throughout the day. You can try a 5 minute time pocket at the top of every hour for a refreshing way to get away from your desk or to break up your usual schedule.

Side Note: WE'RE ALL CLEAN FREAKS!

I just had an epiphany when I was writing about Carol and her ebook.

It occurred to me that the difference between Carole and I was that she couldn't tolerate a dirty kitchen or bathroom in the morning when she started each day. But it also occurred to me that I never liked it either, it is an utterly defeating way to start every day. And I'd bet that you don't like it either. I don't know anyone who does.

We all function better when things are organized and neat. We are all Clean Freaks at heart. We are Clean Freaks trapped in a messy house body!

The difference and vital component is that Carol and most other Clean Freaks that I know, take the steps to make sure that KAOS and decay is not an option. They set boundaries. They are PROACTIVE. Mess and disorder are not options.

So when you are tempted to think that you are just messy, or that it is all just too much, remember Carole.

- Set Your Boundaries.
- Be Proactive.

Take on the “Clean Freak” frame of mind. Try it for a day or two and see what happens. Then keep going.

[Clean Freak ebook info](#)- if you want to read Carole's book yourself, you can get the info at that link. Just remember not to become scattered – set up your BOOST Circuit and become comfortable with using it, then explore Carole's book to supplement your actions and motivation if you wish.

MOTIVATE YOURSELF WITH MUSIC

Reconnecting with music has been one of the best things I've done these past years. I listen to a lot of audio while I'm doing my BOOST or going for my daily walk, but when I switched on to music I picked up the tempo and my mood too.

Try it! If you don't have an ipod of your own, it is well worth the investment.

You can get your favourite songs for about 1.29 on itunes and some complete albums quite reasonably.

You can also import a ton of free information subscriptions on almost any topic you are interested in. Being able to listen to audio recordings of books and various courses while I do my BOOST often is more like a treat than a chore.

Matter of fact you should be able to find me there soon. I am planning to do an iTunes show for the No KAOS Zone. If you search that you may be able to find it. If not when I have it up it will be on my blog sidebar and inside the No KAOS Zone members area.

And sometimes silence is music. Use your BOOST time to ground and connect with yourself and enjoy the silence.

HOW

Use It Or Lose It, Do It Now, Take Action, A-C-T , Move that Body – how ever you'd like to put it, just do it. Use the work sheets and do it. That's all it takes. I could write a page or two on it, but the truth is that it is so simple, there is no need. Simple is good! The simpler the better.

One of the great things about the worksheets is that you use the same ones over and over. So you will see as you are wiping what areas you are and aren't getting accomplished.

If you prefer to save your worksheets if you are using hard copies, you can also just print out a bunch and keep them, but be aware that you are creating something else to store and manage and another pile.

Once you see a pattern you will be aware of what you need to change to get to the neglected areas. Maybe you need to rearrange your schedule so that you are spreading some of your 5-10-15 minutes throughout the day. This works very well for some people, I do this some days as well.

The best part is that once you start, it is easier than you can imagine and you'll feel great!

NOTE: If you are just starting and have many areas to work in – don't be tempted to overload or create so many that your circuit takes you 3 hours – unless you are considering it a BOOST project – considered to be a temporary plan to give yourself a BOOST up for future and shorter sessions.

Slow and steady wins the race. You will see results – very quickly.

There are two approaches you can take to start out with.

THE BIG BITE APPROACH

- Focus on 1 room at a time until it is satisfactory, then start the next, being sure to include the finished one in your circuit for 5 minutes per day or every other day (or weekly if that is what works for you, depending on the room. It might work well for a spare room, but if it's the kitchen – forget it!)

THE NIBBLE TILL YOU GET THERE APPROACH

- You can nibble – take a little bite out of each room by doing your circuit daily. It will show before too long, sometimes the smallest bit of progress will free you to accomplish even more. The important thing is that you must keep at it to see progress. This is the flip side of the domino effect, where you use small acts to stack the odds in your favour.

An example in my life of the domino effect going in the wrong direction is the day that I had a Dr's appointment. I was ready to leave but couldn't find my keys because I didn't hang them up on their hook by the door the last time I used them (hint, hint – if you don't have a place for your keys, make one and get in the habit of using it asap) I had placed them on our dishwasher, which was messy because I hadn't done it in my circuit as I am supposed to every day. So I didn't see them. And I was late.

If... only if... if only... what if? What if I had just hung them up where they belonged when I got home. What if I had cleaned the dishwasher top as I was supposed to be doing. What if I had allowed myself a few extra minutes before I left "just in case". What if I had done a quick check that everything was in order long before I left?

What if? It would have saved me much rushing, frantic searching and gnashing of teeth!

It's a great example of how you really can be in control with a few minor actions and a proactive mindset.

And a good reason why doing the BOOST Circuit works.

OUR KITCHEN TABLE

We are blessed with a huge kitchen and a 9 foot kitchen table. But when it gets out of hand, it really gets out of hand. Recently, it got out of hand!

I operate a small soap making/supplies business at home, so the when my workshop is too cold to use comfortably, I migrate to the kitchen table. So it was well out of control.

Since I was dividing the kitchen into 3 time pocket areas - counters/dishes, floor and table, I started with 15 minute sessions for each and spent 2 days doing them twice (for just the table!)

THE MAGIC HAPPENS

Enter day 3. Suddenly what was a major problem area is now a 5 minutes quick job (and once I get the kids to clean up after their own breakfast, it won't even be that) I now have a pretty, bright Christmas table cloth on my table with candles and poinsettia and the table is the focal point of the room.

OUR BATHROOM

I mentioned above how I was surprised at how well getting in the habit of giving the bathroom a quick wipe in the evening was working and how I even looked forward to the "rush" I got from getting it done so fast and seeing that shining faucet every morning.

About 5 days into it my daughter decided that she would like to wrap our soap in a left over toilet paper roll, cut to size and squished up a bit. And that she would like to make a few pretend soaps out of some "toilet paper machete". The blessing was that it was fresh!

Anyway, I said OK although I wasn't overly thrilled about the "new look". She likes to contribute, at least she was showing an interest and using her creativity at the same time.

A few days later however, I was happily polishing the faucet, eagerly awaiting the "shine fix" and what did I get. Dullness. Stickiness. Stuck on grey, unidentifiable film.

Now what? Was she shining my sparkling silver with crazy glue?

I was too tired to mess with it, my moment gone. What struck me was the unerring way in which she seems to just "know" which mess will get right in there for me. So, I will ask her today what it is and get her to scrub it off with some kind of abrasive stuff, probably just baking soda will do it, I don't use the other stuff unless absolutely necessary. Maybe magic eraser.

Anyway, the point is not to point out the difficulties of living with my daughter :0) The point is that things are bound to happen that get in your way, disappoint you and turn your crank. That's part of what we signed up for when we decided to have a family. I have difficulty with the concept, but the universe really doesn't revolve around us :0)

Don't over react. Deal with it calmly and remember what is important.

A happy, well educated child, who will grow up knowing from your example how to deal with a major crisis, such as a film encrusted stainless steel bathroom faucet! One who knows that making a mistake isn't a major crisis, it is almost always fixable with a little effort and elbow grease and most important, a lot of love.

Remember this as you make progress with your BOOST Circuit in general. It can be frustrating when you are motoring along, seeing daylight –and the floor – when someone rains on your parade by messing it up!

There are ways to deal with it, getting frustrated, angry and giving up isn't one (or three).

Think of it as a learning experience for the whole family. You may meet with some resistance, especially at first. You may witness some strange and comical things when they do decide to pitch in. And you will be amazed at how often you will find someone doing an odd job that has never been done before.

I am finding that as I set a better example, other members of the family feel a little more obligated not to be the slouch of the family. It really starts to show who the slackers are, just be glad that you aren't one of them!

Don't worry, be happy!

Give yourself a daily BOOST, look around and sigh with contentment at your effort, accomplishment – and your clean house.



It's Your Day To Shine!
Jan
Ferrante

BEFORE YOU GO!

See the step by step review of what you need to do to get the ball rolling (and the clutter rolling too – out the door!) It's on a separate page so that you can print it out for easy reference if it helps.

Your choice of BOOST Housework Circuit worksheets are below (you can use the blank one and fill in your own or use mine) as well as an explanation of the quadrants I use for easy reference.

If you have family helping with your circuit, you can create something similar or use that sheet to help them to know what to do. Get creative! Make each family member their own BOOST worksheet with their own quadrants tailored to their tasks and responsibilities.

MY CLEAN HOUSE SIMPLE HOUSEWORK SYSTEM – ONE BOOST AT A TIME

Don't worry if it takes more than one day to set up, just set a time aside each day to keep up your momentum. Work it one piece at a time until it all fits.

Step 1 - Divide your house by room. Then divide each room into a section that you'd like to work on (quadrant). See my examples for some ideas.

Step 2 - Print out a Circuit Worksheet.

Step 3 - Place your choices from step one into a quadrant box keeping similar areas together for ease of use.

Step 4 - Decide how much time you think you will need to spend on each quadrant. You can change this up any time you like with your dry erase marker.

Step 5 - Put it in a sheet protector, keep a dry erasable marker with it (out of reach of small children, if you've got bigger children, you can make them one too!)

Step 6 - Put it in your 'Clean Houser Planner' in plain sight for easy access and motivation or take it out and place it where you can easily see and use it.

Step 7 - Make a pact with yourself to have the dishes finished and a quick wipe of "something" in the bathroom every day. Take it slowly at first if need be, you are developing a new habit that will be well worth the time it takes to work into it.

Step 8 - Get to it. Every day! You will be so glad you did.

MY CLEAN HOUSE FREE BONUS: To welcome you to the 'No KAOS family', I've created a special page for you where you can **get 30 days of full support for your Clean House Simple Housework System in the No KAOS Zone FREE**. Includes...



- **21 Day BOOST Challenge** to help you to put the system in place and create the new habits you need to make it work for you,
- **3 weeks of personal weekly coaching from me** (optional, quick and easy just like everything in 'the zone') as well as
- **a library resource center** and
- **a week of Zen Cleaning** – and more!

[Sign Up for 30 Days Full Support in the No KAOS Zone - No Strings!](#)

MY CLEAN HOUSE DAILY BOOST CIRCUIT

Laundry 5		Clean Counters 15		Clean Table 5	
Floor 5		Supper/Bread Machine 15		Office Desk 5	
Bedroom 10		Living room 10		Halls 1,2,3,4. Alternate 5	
Bathroom 1 5		Bathroom 2 5		Coat Room 5	
Vaccum Alternate 10 Basement, Main,Upstairs		5 Minute Magic		BOOST 5	
Water _ _ _ Green Smoothie		Workout 20 _ Walk 20 _		ME 10	

Score Keeper: 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__

It's Your Day To Shine!

*Jan
Ferrante*



MY CLEAN HOUSE DAILY BOOST CIRCUIT

Score Keeper: 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__

It's Your Day To Shine!

*Jan
Ferrante*



Details of Example Quadrants

- Supper – any prep work or crock pot
- Bread Machine – use [healthy make ahead flour mix](#), make a variety of breads.
- Laundry – throw load in when get up
- Counters – dishes, wipe counter, stove, clean sink, put miscellaneous away, empty dishwasher
- Floor – Sweep or vacuum, quick/spot wash
- Table – Clear dishes, garbage etc, wipe.
- Bedroom – make bed, misc laundry, one surface, pick up floor
- Living room – pick up, dust/wipe if necessary
- Office Desk – Tidy and put away
- Coat Room – sweep, pick up coats etc
- Vacuum Other Rooms – Basement (B), Middle Floor (M), Upstairs (U) Alternate Days
- Health – 3L Water, [Workout and Walk](#) 20/40 Minutes, Green Smoothie/[Clean Meals Plan](#)
- ME – MUST DO! hair, skin care, make up, clothes, nails – you name it. It’s amazing how fast it goes when you get in the routine and it makes all the difference in how you feel about yourself all day long.
- Add Ons – [20 Min Zone Month 2-4 Electives](#)/Process Mail/[TAKE 5](#)

VIDEO EXAMPLE: For a demonstration of how I use the add ons and set up my BOOST Circuit Sheet see the video here... [BOOST Circuit Sheet Example Video](#)

Print.

Place circuit sheet in plastic sheet protector.

Check with washable marker. Circle any items that are undone during Circuit time that you wish to accomplish today (they are easy to see and do quickly this way). Cross them off as you do them.

Place Circuit Sheet into your Action Planner. Put it open at this page in a prominent place that is very easy to access throughout the day and during your circuit time. Or take it out and place the sheet only where it is easy to access.

Don’t forget to use your timer and go as fast as you can for each quadrant, or it won’t work!

A straight line will get you there faster than a winding road.

Jan Ferrante

NOTES