

30 *day*
HOME 
MANAGEMENT
bootcamp

Amy of Deliberately Here

Welcome to the 30 Day Home Management Bootcamp. Are you ready to learn how to create an effortlessly managed home in ONE month?

Before we get started, I want to quickly let you know that some of the links in this book are affiliate links, and if you purchase through them I may receive a small commission at NO extra cost to you! Thank you for helping support DeliberatelyHere.com!

Managing a home can be a tough job, and it certainly isn't for the faint at heart... or the short of temper.

Look around you. Look at the mess. I mean *really* look at it.

It's overwhelming, but if you're going to learn how to make a change, you need to do one thing before you get started.

You need to accept where you are right now.

Even though where you are now is nowhere near where you want to be, accepting that the choices you have made have ended you up right here is the first step towards getting to the very place you want to be.

I know. It's not fun. It's stressful, overwhelming, and even a bit embarrassing to admit to yourself *where you are right now*.

When you go about your daily life you can easily ignore the fact that your house is a mess, that your finances are all over the place, that your schedule... well, what schedule?

I know how awful it feels, **because I was there once too.**

Remember - **you're not in this alone.** There are thousands of other ladies out there struggling with the same things you're struggling with.

I was there, too. I struggled with these exact things.

I was a mess. I had no order to the way I managed our home. I liked to fly by the seat of my pants, and that didn't help me progress at *all*. Instead, it sent me spiralling backwards and landing smack-dab in the middle of a house that was a disaster,

finances that were a mess, and a life that was so unorganized I was forgetting appointments and meetings more than I was going to them.

That's why, I decided enough was enough. I decided that it was time to make a change. I realized I couldn't make any more excuses for myself. I couldn't sit around feeling bad for myself all day. But, what I *could* do was take action.

So I did. And now I want to help other people just like you learn how to TAKE ACTION, too.

Take a look around. Remember what this looks like.

Because once you implement what you learn in this bootcamp, **you'll never be in this same place again.**

I'm excited for you. If you're here, that means you're READY to make a change. You're ready to pick up and clean up your life. You're READY to start seeing great results. You're ready to TAKE ACTION.

Throughout these next 30 days you are going to be faced with 5 different challenges each week. You have one week to complete five challenges, then take the weekend to rest (or finish the challenges if you fell behind). When the next week rolls around, it's time to gear up and get ready to tackle the next five challenges.

Are you ready?

Let's dive in!

Week 1: Clean, organize, declutter

Take a look around you. What does your home look like? Is it messy? Is it cluttered? Is it dirty? Are you stressed?

It feels awful, doesn't it?

Well, it's time to stop sitting around and accepting it. It's time to make a change. Our first week of challenges in this 30 Day Home Management Bootcamp isn't an easy one.

There's no testing the waters here. We're jumping in with both feet. Right now.

The first thing you have to do is accept that this is YOUR mess. Accept that no one else is going to clean up for you. Even if the mess in your home isn't all due to you, if you can accept the mess as your own, you'll be at a good start to getting it cleaned up.

When you accept that no one is going to do these tasks for you - that it's your problem to deal with - is exactly when you'll find yourself getting down to business.

Speaking of... let's get down to business and start tackling this first week of challenges!

Challenge 1: Create a weekly cleaning schedule

Here's how this challenge is going to work:

You're going to sit down with a blank piece of paper and a pencil. You can find thousands of weekly cleaning schedules online, but for this challenge I want you to start with nothing but a blank page.

I want you to create this cleaning schedule to fit *your* life. Every cleaning schedule on the internet was created by someone who isn't you. It was created by someone who has a different schedule than you. Someone who has a different standard of clean. Someone who has a different house than you.

You get the picture.

I want you to create a cleaning schedule that fits YOU.

And to do this, you can't copy someone else's schedule - you have to start from nothing.

But don't worry, it's not as hard as it might sound. I'll walk you through it step-by-step below.

Go ahead and grab a piece of paper and a PENCIL (you'll want to use a pencil here rather than a pen so you can easily erase and move things around).

Next, write down every single cleaning task that needs to get done on your list. Everything that needs to be cleaned in your house should be on this list.

(INCLUDING things that only get cleaned on a monthly basis, rather than a weekly basis.)

It doesn't matter what order you write things down in, it only matters that you write them *all* down.

To help you make sure you get everything in your house, grab your piece of paper and walk from room to room throughout your house and look around. Write down *everything* that gets cleaned in that room.

Go ahead, I'll wait here until you get back.

Great, now that you have a list of everything that gets cleaned in your house, it's time to put some order to that list.

You're going to grab a new, blank sheet of paper. Go through that list that you just created and write down, on the new piece of paper, all the cleaning tasks that are MONTHLY cleaning tasks (these are things that still need to be cleaned, but not as often as the stuff that needs to be cleaned on a weekly basis). As you write the monthly cleaning tasks down on the new sheet of paper, cross them off of your old sheet of paper.

Okay - now you're going to grab ONE more piece of paper. This piece of paper is going to turn into your cleaning schedule.

On this blank piece of paper I want you to write every day of the week (excluding weekends, if you don't want to do cleaning tasks on the weekend).

Leave a small area on the bottom of the paper. (You will use this area to write down your monthly cleaning tasks.)

Now, go through your list of WEEKLY cleaning tasks and split all the tasks up into the different days of the week.

There are a couple things you'll want to keep in mind:

- **Plan for busy days.** If you know that a particular day of the week is always busy for you, say Wednesday, then try to make the cleaning duties on Wednesday to a minimum. Put easy tasks like taking out the trash and/or changing bedding on Wednesday, and save the time-consuming tasks like mopping and dusting for days that you have more time.
- **Clean floors last.** You never want to clean floors, then go back and clean other parts of your house. It's important that you always remember to clean your house from top to bottom. This means, you wouldn't want to mop and vacuum the floors on Tuesday, then dust the house on Wednesday.

As you list the cleaning tasks on your weekly cleaning schedule, cross them off of your list so you don't list them on your cleaning schedule twice.

Once you have written all the weekly cleaning tasks on your weekly cleaning schedule and split the tasks up over the course of a couple days, you'll want to grab your second sheet of paper, the one with the monthly cleaning tasks on it, and quickly jot those monthly cleaning tasks on the bottom of your weekly cleaning schedule - in its own area.

This way when you look at your cleaning schedule, if you have some spare time on a particular day, you can complete one of your monthly cleaning tasks - then forget about it for another month.

You've completed your first challenge! Are you starting to feel more organized already? Whenever you're ready you can get started on challenge number two. (Remember to pace yourself, but don't take too much time on each challenge... you only have one week to complete all five challenges!)

Challenge 2: Create a chore chart

Your next challenge for this week is to create a chore chart. A chore chart is a great way to get everyone in the family involved in helping keep the house organized.

You can either create your chore chart just like you created your cleaning schedule, with a blank piece of paper, or you can find a printable chore chart online.

If you decide to make your own chore chart, all you'll need to do is take your blank piece of paper and write down a handful of chores that need to get done around the house (these can be daily or weekly chores).

Then, you're going to write down beside the chore WHO it is that is responsible for completing the chore, and then leave a small area next to the name where they can put a checkmark once the chore is complete.

This allows the members of your family to participate in the household tasks without having to be nagged about it.

Hang the chore chart where it is easily accessible so you can change it up from week to week, then have your kids look at it on a regular basis so they know which chores they are responsible for getting done that day or week.

Challenge 3: Decluttering challenge

Now it's time for a small decluttering challenge. This challenge is nothing elaborate or time-consuming, it's a simple task to help learn how to declutter *fast*.

When our homes become overwhelmed with clutter it can become hard to focus and get simple daily tasks done.

I can't stand living in a cluttered home, so to keep our home uncluttered I make sure I am implementing these decluttering tips on a daily basis.

Clutter starts in the mind. If you have a cluttered house, you need to take a step back and ask yourself what all this clutter is.

Stop now and go look at a room in your house that is particularly cluttered. Don't just skim over it, really *look* at it. Look at all the *stuff*.

What IS that stuff?

Was it once sentimental to you? Is it stuff you've hung onto over the years and don't know why? Is it a bunch of clothes that you no longer wear/your kids have outgrown?

What is all that stuff?

It's time to see clutter for what it is: **clutter**.

There are two interesting reasons why people hold on to clutter for so long.

- 1. It is sentimental**
- 2. They collected it over time and simply forgot about it**

Sentimental clutter is clutter that you are holding on to because it holds a memory, and you can't bear the thought of letting go of it.

I find the second point interesting. Some people simply collect clutter and FORGET about it over time. They don't mean to hoard it, they innocently forgot that they even had.

When you look at your clutter, which category does it fall into?

Is the clutter sentimental to you, or does it hold no real value, are you holding on to it *just because?*

Getting rid of clutter is something that I struggled with for years. I would never have considered myself a hoarder, but, without realizing it, I was collecting hoards and hoards of *stuff* that I refused to get rid of.

I didn't struggle so much with holding on to sentimental clutter. Instead, I struggled with holding on to *stuff just in case*.

I would hold onto duplicates of items *just in case* the one we were using ever broke. I would hold onto dozens of clothing items that didn't fit me *just in case* I ever gained or lost weight.

Finally, I realized how ridiculous it was for me to continue taking up space in our small house with all this *stuff* that we didn't even need. That's when I went on a decluttering spree, and that's when I made a deal with myself that I was never going to let the clutter in our house get that *bad* again.

It's time to take action.

This decluttering challenge is simple. You aren't going to go through every single drawer, cupboard, and closet in your house decluttering. Instead, you're just going to fill up one big bag or three smaller bags with stuff to get rid of.

Here's what you're going to do:

- **Grab one big bag OR three small bags**
- **Go around your house and fill those bags with items that you don't need**
- **Donate the bags**

It's as simple as that. Decluttering doesn't have to be complex. It can be as simple as setting a goal for yourself to fill one bag with stuff that you no longer need, then donating that bag of stuff to a local thrift store.

This challenge shouldn't take you more than an hour to do if you set your mind to it.

Don't think too hard about the things you're getting rid of - and as soon as something is in the bag, it's in the bag for good - don't take it back out.

Challenge 4: Daily cleaning tasks

This challenge is going to be a piece of cake to complete. You've already done the hard work in creating a weekly cleaning schedule, now you're going to create a daily cleaning schedule.

Again, start with a blank piece of paper and a pencil.

On this paper write down cleaning tasks that have to be done on a daily basis. (Whether you're already doing them daily or not.)

Then, post this daily cleaning schedule next to your weekly cleaning schedule so you can keep yourself accountable.

If you're not sure what should be included on your daily cleaning schedule, here are a couple things to get you started:

- **Make the bed**
- **Empty dishwasher**
- **Wash dishes**
- **Wipe kitchen table and counters**
- **Wash, dry, fold, and put away a load of laundry**
- **Sort mail**
- **Wipe stove top**
- **Sweep kitchen floor**
- **Take out garbage**
- **Wipe bathroom mirror and counter**
- **Put miscellaneous items away at end of day**

It's as simple as that!

Your daily cleaning schedule doesn't have to be anything elaborate, it's just there to keep you on track.

Doing daily cleaning tasks helps keep your weekly cleaning tasks as easy as possible, and in turn, helps you complete your monthly cleaning tasks throughout the month - rather than having to dedicate an entire day to cleaning. (See? Each thing plays into the next.)

Challenge 5: Learning to be organized when you're naturally messy

While some people are naturally neat and tidy, others are messy by nature. That's just the way it is, and there's nothing wrong with it.

If you are a naturally messy person, learning how to effectively manage a clean home can be a hundred times more frustrating than it is for someone who is naturally tidy.

Here are a couple things you can do to learn how to be neat when you're naturally messy:

- **Make sure everything has a place**
- **Use baskets in different rooms of your house to collect miscellaneous items (empty the baskets at the end of the day)**
- **Do the 3-bag declutter challenge mentioned above once a month**
- **Accept that your home is never going to be perfect (no one's is) and that it's okay**
- **Clean things up as soon as you're done using them**
- **Wash dishes after every meal**
- **Put misplaced items in their place throughout the day**
- **Clean up for 10 - 15 minutes each night before bed**

This wraps up the end of your five challenges for this week - before the end of the week rolls around make sure you have completed each of the five challenges.

I know it can be tempting to skip a challenge, especially if it doesn't feel like it exactly fits where you're at, but if you want to see real results, you have to implement every single one of these challenges.

Go ahead and get to work, then come back here on Monday and get started with week two (it's filled with my favorite challenges).

Week 2: Cooking

Do you struggle with meal time in your house? Does the question "What's for dinner?" raise your stress level?

I know what it's like to not know what is for dinner well past dinnertime. I know what it's like to make several trips to the grocery store every week, all because I couldn't implement a *plan*. I know what it's like to waste hundreds of dollars on groceries every.single.month.

But, I also know what it's like to make a change. I know how rewarding it feels when you finally understand what you've been doing wrong all this time. And I think this week's challenges are something every homemaker should learn.

If you're ready to take the stress out of mealtime and learn how to save time and money - let's get started!

Challenge 1: Meal planning

Meal planning. Some people love it, some people hate it, and some people are indifferent about it.

When I tried meal planning for the first time, I was one of those people who hated it. I didn't like having a *plan* control our dinner times. I didn't like not having the freedom of making what I wanted, when I wanted.

But do you know what I didn't like even more than all of that? **Spending over \$1,000 a month on groceries.**

I really didn't like that.

This is one of those

~~I-don't-like-to-talk-about-it-but-I'm-going-to-so-you-don't-make-the-same-mistakes-I~~
~~-did~~ moments.

I'm embarrassed to admit how careless I used to be with my spending habits. My husband and I used to live a 10 minute walk from the grocery store, so I never planned our meals in advance.

Instead, when 5:00 pm would roll around, I would scroll through Pinterest until I found a meal that look delicious, then I would walk or drive to the store and pick up the ingredients that I needed for that meal.

And that is how I found myself spending over \$1,000 a month on groceries, for two people.

For TWO people.

It still blows me away when I think about it. I can't believe how much money I wasted because I was too stubborn to try something new (meal planning).

I finally decided enough was enough, and I decided that I *had* to make a change. There was no way around it. We were a single income family, so spending \$1,000/month on groceries (plus extra costs to go out to eat at restaurants several times a month) was no longer an option.

And that's when I gave meal planning *another* try.

I was bound and determined to learn how to meal plan on my own. I wasn't willing to pay a small amount to purchase a course that would help me learn how to effectively meal plan. (Yet I was totally okay with blowing \$1,000/month on groceries... *Isn't it funny how that goes?*)

Because of my stubbornness, it took me MANY months to get the hang of meal planning (and a lot more wasted money), and this is the exact reason why I suggest that, if you struggle with meal planning, you accept help.

There's no shame in taking a course to help you learn how to do something - meal planning included.

When I *finally* got the hang of meal planning, many months after initially trying, I was able to bring my husband's and my grocery bill down to less than \$300/month.

And I'm able to keep it that low month after month.

That means we are saving \$700/month on groceries, doing the exact thing I was so bound and determined not to do.

What would you do if you had an extra \$700 a month?

In this challenge I'll provide you with what you need to know to get started meal planning, but this is by no means a meal planning course. I do suggest that you take a course to help with meal planning if you find yourself struggling.

[This is the course I recommend to everyone getting started with meal planning.](#)

(You'll learn EVERYTHING you need to know - plus, if it stops you from eating out even once this month, the course will more than pay for itself.)

Alright - now that you know why it is SO important to meal plan, even if you are dead set against it, it's time to learn how you can meal plan.

(I forgot to mention above... I hated meal planning when I first started, now I LOVE it. I've been an avid meal planner for over 2 years now and I would never go back to just winging it. Meal planning has saved my husband and I over \$16,800 AND has saved me hours and hours of time.)

Getting started with meal planning.

For a simple way to meal plan, grab a blank piece of paper to get started.

If you're working with a blank piece of paper, you'll want a pencil and a ruler. Now you're going to draw a table on the paper, 7 columns wide and 5 - 6 columns deep (depending on the month).

Above each column, you will label the days of the week: **Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday.**

Now, inside each box you can write the date.

Once you have done this, you will have a whole monthly meal plan ready to be filled in. (You don't have to fill it in a whole month at a time - I use this monthly meal plan method, then I fill it in one week at a time.)

Now it's time to get brainstorming.

You can grab your favorite recipe book, search on Pinterest, or search on Google for recipe ideas. This is the part that always used to take me the longest.

(Again, if you want a meal planning system that does all this work for you, [you can click here](#). It gives you the choice of many different tasty meals, then does all the work of filling in the meal plan and grocery list for you.)

Once you've found recipes that you and your family will enjoy, write them down into the slots. Aim to meal plan for a week at a time while you're starting out, then once you get the hang of it you can meal plan for longer time-periods if you would like.

After you have put 7 days worth of meals into your meal plan, it's time to get the recipe for each meal.

Now you're going to create your shopping list.

This part is important! You *never* want to go grocery shopping without a list. Shopping without a list is signing up to spend more money than you need to.

Grab a blank piece of paper to write your shopping list down on, and go through each recipe in your meal plan.

You likely won't need to buy every ingredient that the recipe calls for. There's a good chance that you have many of the spices in your pantry already. If the recipe calls for potatoes and you have a big bag of potatoes sitting in your pantry, don't put potatoes on your grocery list.

ONLY put the ingredients that you don't have at home on your shopping list.

And you've done it! You've created your very first meal plan.

How did it go? Was it as bad as you expected?

You've made the meal plan, but it doesn't stop here. Now you have to choose a day to go grocery shopping to pick up everything on your list, **AND** it's up to you to follow your meal plan.

Don't give in to the temptation to eat out or run to the grocery store mid-week to grab ingredients for a recipe that *isn't* on your meal plan.

Stick to your meal plan.

Creating a meal plan isn't going to save you any money unless you stick to it. You also want to make sure you're only doing **ONE** shopping trip per week, at most.

Don't make several trips to the store, or you'll likely end up buying things that you don't really need.

Here's a quick recap of your challenge:

- **Make a meal plan**
- **Make a shopping list**
- **Go shopping ONCE a week**
- **Follow your meal plan**

If done correctly, meal planning can save you hundreds upon hundreds of dollars. If you're still skeptical, that's okay. I didn't believe it either, until I saw it in action in our life.

Create your meal plan!

Challenge 2: Shopping lists

This challenge is going to be quick and painless, since you already created your shopping list in the previous challenge, when you created your meal plan.

Meal planning and shopping lists go hand in hand, so this is just a quick reminder of the power of a shopping list, and why you NEVER want to go shopping without one.

Have you ever found yourself wandering around the grocery store, going up and down every aisle, and putting things in your cart just because you can't quite remember whether you have it at home already or not?

Have you ever put something totally and completely unnecessary in your shopping cart as a result of strolling up and down every aisle in the grocery store?

Me, too.

When we shop without lists, we are relying on our minds to remember what we need - and if we're being completely honest here, our minds aren't always the most reliable things.

You are FAR more likely to buy things that you DON'T need when you shop without a list, than when you shop with a list.

So, if you skipped the portion of creating a shopping list in the last challenge (which I really, really hope you didn't), it's time to go create that list.

No excuses!

Once you've created your grocery list, it's time to move on to your next challenge.

Challenge 3: Meal prep

While meal prep won't bring down your grocery bill like meal planning and shopping with a list will, meal prep can save you mounds and mounds of time.

Meal prep is when you prepare your meals ahead of time, so that when it comes around to dinnertime, all you have to do is take the prepped ingredients, combine them, cook, and serve the dinner.

Of course, for meal prep to be possible, you do need to have some spare time during the day to prepare the meals.

But, the beauty of meal prep is that even if you only have an hour of spare time one afternoon, you can use that hour to prep essentially all of your meals for the week.

For example, if you have two meals this week that require chopped veggies, you could use a couple minutes of your time to chop some veggies and store them in a baggie in the fridge until they are needed.

If you have a couple recipes that call for ground beef, you could take a couple minutes to cook up the required amount of ground beef, then store it in your fridge. (Don't do this step too far in advance as it is recommended to only keep cooked ground beef in the fridge for 3 - 4 days at max.)

If you can get a majority of your meals prepared beforehand, you will free up hours of your time when it comes to making supper.

Preparing several meals that have some of the same ingredients at the same time will be a LOT quicker than preparing each individual meal at different times.

This challenge will all depend on the amount of time that you have. Some weeks you may be able to get all your meals for that week prepped in one afternoon, while other weeks you may struggle to get any meals prepped beforehand, which is totally fine.

Do this challenge as *you have time*.

Even if you only have fifteen minutes in the middle of the day, you don't need to get everything done - even just getting the vegetables for the week's meals chopped up will save you a lot of time in the long run, and that's something you should be able to easily do in fifteen minutes or less.

Challenge 4: Freezer cooking

Freezer cooking is something that surprisingly a LOT of people aren't doing, but it is an incredibly easy way to spend less time in the kitchen and spend less money on groceries.

So, how does freezer cooking work, exactly?

When I started getting into freezer cooking I didn't realize there was a right and a wrong way to do freezer cooking. I just thought you cooked up a meal, put it in an airtight container, and stuck it in the freezer for a rainy day.

As it turns out, that is *not* the right way to do freezer cooking.

A lot of the meals I made ended up either becoming mushy when they thawed out, or didn't taste right at all after being pre-heated.

So, I went ahead and bought an online class to help me learn how to *properly* do freezer cooking, and now I'm able to make delicious, freezer-friendly meals in no time (and our freezer is now always stocked with ready-made homemade meals... which is perfect for nights that I simply don't have time to cook.)

This fourth challenge of the week is getting you out of your comfort zone and trying something new.

Whether you've tried freezer cooking before or not, it's something that can free up incredible amounts of time, and it's extremely simple to do, so it is definitely an important challenge in this 30 Day Home Management bootcamp!

In this challenge we're going to briefly cover how to freezer cook, and I will supply you with what you need to know to get started, but since this isn't a freezer cooking course, if you're looking for something more in-depth that allows you to easily make your freezer meal plans, teaches you how to make 10 freezer meals in less than an hour, and walks you through everything you need to know about freezer cooking, [this is the course I took](#) and I learned a lot from.

Freezer cooking challenge

Your challenges for this week are a bit more time-consuming than last week's, but I promise you if you can master these challenges you will be well on your way to an effortlessly managed home.

It can feel tough when you're just learning, and things like meal planning, meal prep, and freezer cooking can all feel like a waste of time at first (they're not - I promise), but once you master them and start doing all these tasks on a regular basis you will be freeing up a LOT of extra time in your daily schedule.

What you need to do

I don't want to overwhelm you with freezer cooking right when you're starting out, so we'll keep this challenge simple.

All you're going to do is find TWO freezer meal recipes (you can do this by searching "Freezer Meal Recipes" on Pinterest or Google), write the ingredients you need on a shopping list, go to the store and pick up those ingredients, then you're going to come home and spend one afternoon preparing these two freezer meals and getting them into your freezer.

It's not too difficult.

- **Find two freezer meal recipes (make sure the recipes are freezer meals, not just any old recipes as not all meals are freezer-friendly)**
- **Make a grocery list**
- **Go shopping**

- Spend an afternoon prepping the meals
- Put the meals in your freezer

The reason why it is so important to find recipes that are specifically freezer meals is because not all meals will turn out good when frozen, and freezer meal recipes will include specific instructions for preparing that specific meal.

For instance, some freezer meal recipes will get you to cook the meat beforehand then combine everything in a freezer container, while other recipes will get you to combine everything in the freezer container - with the RAW meat.

Some recipes, for example, will call for an ingredient such as sour cream, but when you read the instructions you'll see that the sour cream isn't added before going into the freezer - it is added at the time that you take that freezer meal out and are preparing it to eat.

If you're not sure where to start with freezer meal recipes, I have included two freezer meal recipes below to help you get started. (These recipes come from [Pinch of Yum.](#))

Beef Ragu

- 6 cloves of garlic, minced
- 1 cup mirepoix (chopped onions, carrots, and celery)
- 2 pounds flank steak or beef chuck, cut into 4 pieces
- 2 tsp. salt
- 1 (28 oz) can crushed tomatoes
- 1/2 tsp. thyme
- 2 bay leaves
- Pasta**

** These ingredients are added when you serve the dinner, not beforehand.

Place all ingredients into a freezer bag or container and freeze. (Yes - that's *all* you have to do!)

When you are ready to eat the freezer meal:

In the slow cooker, cook from thawed on high for 6 hours.

Once cooked, shred the meat and serve with the pasta of your choice.

[\(Find the whole recipe on PinchofYum, here.\)](#)

Quinoa Stuffed Peppers

- 1 cup uncooked quinoa (rinsed)
- 1 (14 oz) can black beans (drained)
- 1 (14 oz) can refried beans
- 1 1/2 cups red enchilada sauce
- 1 Tbsp. taco seasoning
- 1 1/2 cups shredded cheese
- 6 - 8 large hollowed out bell peppers

Mix the filling together and stuff into the bell peppers. Put the stuffed peppers into a freezer bag or container and freeze.

When you are ready to eat the freezer meal:

Bake at 400°F, from frozen, for 1 hour and 15 minutes, covered. Once finished, place a slice of cheese on top of each pepper and let it melt.

[\(Find the whole recipe on PinchofYum, here.\)](#)

Now it's your turn - either use the two recipes provided, OR go out and find two other freezer-meal recipes that sound delicious. Make your shopping list, grab the groceries, then come home and prep and freeze your freezer meals.

[If you're interested in learning more about freezer cooking, you can click here.](#)

Challenge 5: Create a recipe index

The final challenge for this week is creating a small recipe index. All this means is that you will gather yours and your family's very favorite recipes, and put them all together in a binder, recipe box, or homemade cookbook of your choice.

Creating a recipe index will save you a lot of time when it comes around to meal planning (and nights when you just need a quick, tried-and-true recipe).

Don't worry about getting 50+ recipes in your recipe index right away. Start small with just five to ten recipes and add to it over time.

Eventually, you will have an entire book or box full of recipes that you KNOW your family loves, so you don't need to spend time searching through ingredients when you're looking for recipes to fill up your meal plan to decide whether or not it's a meal your family will enjoy.

All you have to do to complete this task is sit down with a binder, recipe cards, or a blank piece of paper and start thinking of 5 - 10 recipes that you've made in the past that your whole family enjoys.

If you find you use a particular cookbook quite often, you can flip through that cookbook to find the recipes that you make on a regular basis.

Once you have found a handful of recipes that you have made before, you're going to write them down on your piece of paper (or you can photocopy the recipe to speed up the process), and stick it into a binder, homemade cookbook, or recipe box.

Repeat this step until you have five to ten recipes written down.

And that's all.

Now, as you go about your daily life, if you make a meal that your family all really enjoys, make sure you add that recipe to your recipe index. Over time your recipe index will grow and grow, and as it does it will become easier and easier for you to plan meals.

Complete this challenge:

- **Find 5 - 10 recipes you've made before that your whole family enjoyed**
- **Write the recipes down on a piece of paper**
- **Put the recipes into a recipe box, binder, or homemade cookbook**
- **Add to the recipe index as you find more meals everyone enjoys**

And with that, we wrap up the final challenge of week two! Using all these 5 challenges in conjunction with one another you will start to save yourself a lot of time and money, which brings us to the third week of challenges: Finances.

Remember - don't move on to week three until you have completed ALL the challenges in week two.

Week 3: Finances

You are now over halfway through this bootcamp, and you're doing great. How do you feel? Are you feeling beaten down and discouraged, or are you feeling like you're finally creating some kind of order in your life?

Either way - it's time to keep going on. Remember to keep implementing all the challenges from the previous weeks, even after you completely finish this bootcamp. The challenges aren't created as a one-and-done type of thing, they're created to help you learn HOW to manage your time, but you need to keep doing them, every day, if you're going to see lasting results.

We've gone over two of the four pillars of home management: **Cleaning** and **Cooking**. Over the next two weeks we're going to dive deep into the final two pillars of home management: **Finances** and **Time Management**.

Are you ready?

Let's get to work.

Challenge 1: Create a budget

Budgeting is the foundation of financial success, and it should never be ignored.

I know creating a budget does *not* sound fun, and *following* that budget you've created sounds even less appealing, but if you want to run a successful, thriving home, a budget should be a non-negotiable.

But, creating a budget can be an inconvenient, time consuming task for some. That's what it was for me, and that's why I'm going to help you create your budget in this challenge. I'll walk you through step by step what categories you'll want to include on

your budget, and how to figure out how much money you can spend on those categories.

I used to hate the thought of following a budget - I figured that as long as my husband and I were able to put some money into our savings account at the end of every month, we were doing fine.

What I didn't realize was even though most months we were putting some money away, we were still spending FAR more than we needed to be spending, mostly on unnecessary expenses.

(Remember how I used to spend \$1,000/month on groceries? That was before we got a budget.)

Just because you haven't gone into debt yet, doesn't mean you don't need a budget.

Budgets aren't used just to help people get out of debt. They're used to help people manage their money so that they can avoid going into debt.

If you're not using a budget, you could be spending more money some months than you're making, without even realizing it. It could be such a small amount that you might not even know or think that you're spending more than you're making, but if you continue like this, you're digging yourself down into a deep hole.

The best method for managing your finances is to catch any bad habits BEFORE they morph into something bigger. But, even if you are already in deep debt and have terrible spending habits, you can still get out of it, and using a budget is exactly how you'll want to do that.

For this challenge we are going to spend a couple minutes sitting down and working out some numbers.

Are you ready?

Again, for creating your budget, we're going to start with writing everything down on a BLANK piece of paper. There are a lot of different budget spreadsheets available, but I think the easiest way to see all the real numbers in front of your face is to start by writing everything down on a blank piece of paper.

(It's important that you start by writing everything out on a blank piece of paper. The reason why you don't want to start off right away with a premade budget template is because every template is a bit different. Some budget templates are missing categories, while other templates include categories that aren't applicable to each person. If you use a premade template it can be easy to miss some of your important budget categories.)

The first thing you're going to do, after you've grabbed that blank piece of paper and pencil, is write down your net monthly household income.

This means everything that you and your husband bring home AFTER taxes and deductions have been taken off.

Write "Net monthly income", followed by the amount.

If the income varies from month to month, the safest bet is to go off of the lowest income month, to make sure no matter how low your income dips, you can still cover all your bills.

Now you're going to write down your budget categories on your piece of paper.

Budget categories are all the different areas that you are paying money into. There are several budget categories that all people have, and then there are some other budget categories that some people have and others don't. (This is exactly why you don't want to start your budget on a premade template.)

Here are a couple common budget categories you'll want to include on your budget:

- **Housing (rent/mortgage)**
- **Utilities (gas, water, electricity, garbage pickup, etc)**
- **Insurance (car, house, life, disability, medical, etc)**
- **Transportation (fuel, car payments, maintenance, public transit, etc)**
- **Food (groceries)**
- **Health (medication, prescriptions, etc)**
- **Clothing**
- **Savings**
- **Giving**
- **Personal**
- **Recreation**

Those are the budget categories you will find on most budgets. As you can see, “debt” isn’t included in those budget categories. If you do have debts, you would need to include that in your budget (which, again, is why you don’t want to start off with a premade budget template - because you may forget to include debts if it’s not included on the template).

Go ahead and write down all the budget categories that apply to you on your piece of paper.

Now we’re going to write down how much money you should be spending in each category every month. We’ll figure this out by using a set percentage of your paycheck, and allowing yourself that much money to go towards that particular budget category every month.

Here are the recommended percentages that you spend on the budget categories we talked about above, according to Dave Ramsey:

- Housing - **25 - 35%**
- Utilities - **5 - 10%**
- Insurance - **10 - 25%**
- Transportation - **10 - 15%**
- Food - **5 - 15%**
- Health - **5 - 10%**
- Clothing - **2 - 7%**
- Savings - **10 - 15%**
- Giving - **10 - 15%**
- Personal - **5 - 10%**
- Recreation - **5 - 10%**

So, if you have a net income of \$4,000 per month, you would want to be spending anywhere from \$1,000 - \$1,400 a month on housing.

Again, if you had a net monthly income of \$4,000, that would allow you anywhere from \$200 - \$600 a month to spend on food.

Go ahead and write the percentages down on your piece of paper next to each budget category, then next to the percentages you will write down exactly how much money that is. You can figure out the amount of the percentage by taking your net income and

multiplying it by the percentage - do this by taking the percentage and replacing the percentage sign with a decimal and moving the decimal two places to the left. (10% = .10).

If you were trying to find out what amount 10% is of \$4,000, the conversion would look like this: $4,000 \times .10 =$ the amount (\$400).

If you were trying to find out what amount 5% is of \$4,000, the conversion would look like this: $4,000 \times .05 =$ the amount (\$200).

Now that you have your net monthly income, budget categories, and budget percentages written down on your budget, it's time to list your expenses.

This is the not-so-fun part for many people, because it forces them to come face to face with how much money they are spending each month.

Underneath each budget category you are going to write down how much you are currently spending. If you haven't been using a budget up until now, this number will likely be higher or lower than the recommended budget category amount. (We won't worry too much about this now - we'll work on lowering these numbers in a bit. For now we just want to write down what they all are.)

Here you're going to need to go back through your bills for previous months to find out exactly how much money you've been spending on things. If the amounts vary from month to month, write two numbers, the lowest - the highest.

So, if you spent \$500 on groceries four months ago, \$800 three months ago, \$750 two months ago, and \$900 last month, you would write it down like this: **\$500 - \$900.**

When you move your budget over to a premade budget template (which you will do in a little bit), we won't worry about these numbers you're writing down right now. All we'll worry about on your new budget is the budget categories, percentages, and amounts. These numbers that you're writing down right now are just for your own information, so you can see whether you've been spending more or less than the recommended amount each month.

Write down how much you spend on housing each month, on transportation, on clothing, and every other budget category.

Once you have completed this for every category, it's time to take a good, hard look at your budget.

Look at each individual category, at how much you're *allowed* to spend in that category, and how much you *have* been spending in that category.

How does it look?

Are you feeling good because you've been spending less each month than your budget is allowing you to spend, or are you feeling guilty because you've been spending more in each category than you should be?

I know it took a bit of time and effort to complete, but writing all these numbers down is often exactly what people need to help them realize it's time to make a change.

Are you ready to make a change?

Okay - now you can go online and search for "Budget Template" and print off a premade budget template to help organize your budget.

I want you to use this template to list all your budget categories and the percentages and amounts that you can spend in each category.

This is going to be the budget you continue to use month after month to keep yourself accountable.

DO keep the other budget that you created as well. This will help keep you motivated to stick to your budget goals.

Your challenge to-do list:

- **Write down net monthly income**
- **Write down budget categories**
- **Write down budget category percentages**
- **Write down budget category amount**
- **Keep and follow this budget**

There are two important factors here that will determine whether your budget succeeds, or fails. To create a successful budget you need to do two things:

1. Create the budget (don't lie about the numbers - be honest)
2. Stick to the budget (now that you've created it, you need to follow it)

If you want to learn more about budgeting, how to follow a budget, and how to stretch your income, I have an Ultimate Budget Breakdown that walks you through everything you need to know about living life with a budget. As a thank you for going through this bootcamp, I want to offer [the Ultimate Budget Breakdown to you for 30% off](#) with the coupon code **hmb30** at the checkout.

[Click here to purchase the Ultimate Budget Breakdown](#) (use the coupon code **hmb30** at the checkout to receive 30% off).

Challenge 2: Tracking bills

You got the bulk of the work out of the way by creating your budget, so this second challenge of the week shouldn't take you too long to complete.

One thing that many people waste money on, without realizing it, is late fees. Whether they forget to pay a bill or they simply don't have the money to pay that bill on time, late fees can end up adding up to large amounts over time.

The reason many people don't realize they're paying late fees is because the fee often just gets added on to the bill, and when it's just a couple extra dollars on a bill, it's pretty easy to go unnoticed.

Over time, a couple extra dollars here and a couple extra dollars there can amount to BIG money being wasted.

The best way to avoid this is to set up a bill payment schedule, or use a bill payment calendar.

All you have to do for this challenge is list all of your bills for that month (if you have new bills, or have bills that you pay quarterly, etc. you will want to create a new bill calendar each month), their amounts, and their due dates.

Then, when the bill is paid, put a checkmark beside it so you know you don't have to worry about it anymore.

This will help you stay on track of your bill payments, so you never have to pay late fees again.

All you have to do is write on your piece of paper what the bill is, the bill amount, and the due date. Then, you can check the bills off as you go.

Challenge 3: Cutting costs

You've completed two of the five financial challenges for this week, and you're doing great. The third challenge is all about finding places where you can cut costs.

This may mean finding ways to bring grocery costs down or getting rid of some bills altogether.

You've done the hard work of creating a budget and a bill payment calendar, so now all you have to do is look back over those two things and find two types of bills:

- Bills that you can lower
- Bills that you can get rid of

Bills that you can lower would be bills like food, fuel, phone bills, etc.

Bills that you can get rid of altogether would be any unnecessary bills like magazine subscriptions, cable, and anything else of the sort that is not a need.

How to lower bills

Once you've gone through your budget and found at least one bill that could be lowered (I want you to try to find more, anywhere from 2 - 5 bills to start with), it's time for you to get to work on lowering those bills.

For example, if you have decided to challenge yourself to lower the grocery bill, you could go back up to week 2's challenge **meal planning**, and learn how to use meal planning to lower your grocery bill.

(If you want to meal plan without spending time doing the work of planning meals and creating a grocery list but still want to save money, [this is a great plan that does all the work of meal planning for you.](#))

You could also dedicate 10 - 30 minutes each week, before you go grocery shopping, to looking for coupons.

I know that not everyone has time to be an extreme couponer, myself included. But if you are able to find even just one or two coupons that will save you a couple dollars, that's a good place to start.

Remember - *never use a coupon just to use a coupon.*

Just because you found a coupon or deal that is too good to pass up, doesn't mean you should use it. If you weren't planning on buying whatever the coupon is for BEFORE you found that coupon, then don't use it.

The best way to save money with couponing (without spending money you weren't going to spend in the first place), is to make your grocery list *first*, then look for coupons *second*. And only use coupons for items that are on your grocery list.

Did you know that you can lower some of your fixed expenses, too?

A little-known trick to lowering some fixed expenses is simply calling the company and asking for a lower rate.

That's all it takes.

It seems too easy to be true, but it works! Companies want to keep their customers, and they want to keep their customers happy. So, if you call in and ask for a lower rate, there's a good chance they will have something to offer you.

Not *all* companies will be willing to offer you a lower rate, but what's the worst thing that can happen if you simply call and ask? They say no. And you move on.

The best case scenario? They happily offer you a lower rate for the same product.

It doesn't hurt to try. You could potentially save yourself a couple hundred dollars a month by making a quick phone call.

How to get rid of bills

Finding bills to get rid of completely can be a little bit harder, but it's not impossible.

There's a good chance that you are paying for something that you really don't need. Something that is just a luxury.

You'll have an easier time finding bills that you can get rid of altogether by looking over your monthly bill payment calendar, rather than your budget. But do give your budget a quick look-over to see if you catch any unnecessary bills there.

The unnecessary bills usually hide in the form of subscriptions, cable, and other luxuries, which hide under the "personal" category on your budget - so when you look at your budget it can be difficult to realize that your "personal" category isn't filled with just necessities.

Since finding bills to completely get rid of is a bit tougher than finding bills to lower, for this challenge you just need to find one bill that you can cancel.

When you're trying to find a bill to get rid of, go over each and every bill and ask yourself if this is a want or a need. Needs are bills like your housing and utilities, but wants are bills that you could live without.

Find one bill to get rid of. Then, once you get rid of this bill, repeat the process again in two week and find another bill. If you can, challenge yourself to find two bills to get rid of in two weeks, and so on.

Challenge 4: Spending freeze

It's time for a spending freeze challenge.

Doing a spending freeze will really change the way you look at the things you buy. If you never used to think twice about dropping \$2 on a coffee while you're out and about, after you finish your spending freeze spending \$2 on a coffee will be a *big deal*.

Even people who have little to no money to spare usually end up buying a handful of unnecessary things throughout the month.

Whether you've been living fervently and don't think of where you're spending money, or you live on an extremely tight budget and feel like you don't buy anything except the necessities, a spending freeze will save both types of people money.

So, what *IS* a spending freeze?

Good question. A spending freeze is when you go for a predetermined amount of time without spending ANY unnecessary money.

While you will still pay all your necessary bills, you won't spend any extra money. At all.

It sounds like it's going to suck - but I promise you it will be worth it when you come out of your spending freeze and see how much money you have saved (it might even be so worth it that you want to do it again).

There are a couple things that need to happen before you start your spending freeze:

- **Everyone in the family needs to be on board.** If you're the only one not spending money, you'll still save a bit of money, but it won't be as much as you could be saving. (Plus, when other people in your family are still spending money and you're not, it's *really* easy to get your hubby to stop by the coffee shop and pick you up a coffee on his way home from work... it wasn't technically YOU who bought it... so it still counts, right? Wrong! Make sure everyone is on board with this spending freeze before you start.)
- **You need to determine how long you will do the spending freeze for.** Most people do a spending freeze for anywhere from two weeks to a month. Some people even do them for several months, but it can become really easy to lose focus and give in to the temptation to spend money when you're doing it for that long. Doing a spending freeze for two weeks to one month is a good choice as it's enough time to really see the difference it makes in your bank account, while also helping you keep the end in sight.
- **Do something to remind yourself.** It's really easy to pull out a debit or credit card to pay for things without even realizing it. When you're doing your

spending freeze, make yourself some kind of reminder so you don't accidentally spend money without realizing it. You could put a note in your wallet so anytime you open it up you remember that you're doing a spending freeze, or you could put some tape on the corner of your credit/debit card so when you see the tape you remember that you're on a spending freeze. Do whatever you have to do.

- **Decide what you will pay for during your spending freeze.** You will only want to pay for the necessities during your spending freeze, but it's a good idea to write down what those necessities are before you start your spending freeze. Otherwise you're in the line up at Wendy's and you've convinced yourself that this burger IS, in fact, a necessity. (It's not!). A couple things you will want to pay for during your spending freeze are: your housing costs, fuel (though you could set a limit on how much you will spend on fuel for the duration of the freeze), medical emergencies, groceries (you will also want to set a limit on the amount of money you can spend on groceries), and other necessary monthly bills.

Now that you've got everything figured out, it's time to sit down with your family and decide when this spending freeze is going to start - and how long it's going to go for. (Start with something easy. Don't jump straight in to a 6-month spending freeze if you've never done one before.)

What you need to do

It's time to get to work - start your spending freeze as soon as possible, don't put it off until "the timing is right". Get started now, and commit to it for 2 weeks - 1 month. At the end, look at how much extra money you have in your bank account. Now do something useful with that money like fund an emergency fund account, put it into your savings, pay off debt, or use it to save up for a vacation.

You don't need to *finish* this challenge before you move on to the next week of challenges, but you do need to start the challenge.

Are you ready re-organize your finances with a spending freeze?

Challenge 5: Creating financial goals

Creating goals in any aspect is a good way to keep yourself motivated and get results. The key, though, is creating both easily-attainable goals and long-term goals.

Goals that are easy to attain and can be completed in a shorter amount of time help keep you motivated and focused, while long-term goals remind you what you're working towards, and help you keep moving forward.

When it comes to your finances, have you created any goals?

For this challenge all you're going to do is write down your long-term financial goals and short-term financial goals. If you don't have any goals yet, now is the time to sit down and really mull over where you'd like to see your family's financial situation in the next few months to the next few years.

Write down 5 short term financial goals you would like to achieve as a family. Short-term goals are anything that you would like to accomplish in a couple weeks to a couple months.

Now, write down 5 long term financial goals you'd like to achieve as a family. Your long-term goals will be things that you would like to accomplish within the next 5 years.

For this challenge:

- **Grab a piece of paper and a pen**
- **Write down 5 short-term financial goals**
- **Write down 5 long-term financial goals**

Keep this piece of paper with your goals on it in the same area as you're storing your bill payment calendar and budget. It's a good idea to keep everything in the same place, and somewhere that you won't forget about them.

I suggest grabbing a cheap binder and keeping all your papers in the binder, this way you don't have to worry about losing anything.

Great work - you've completed week three! You're now ready to move on to week four, the final week of this home management bootcamp.

Week 4: Time management

Time management is something many people struggle with, myself included. I used to be terrible with time management before I started implementing the strategies that we're about to go over in the following lessons.

I used to set goals for my day, and rarely would I ever even get one of the goals completely accomplished.

I would start my day off with a bang, then end up getting distracted, going down countless bunny-trails, and before I know it it's suppertime and I have accomplished nothing with my day.

Sound familiar?

Are you ready to kick time management into full gear in your life? Time management is the very thing that brings every single home management pillar together.

Remember the four pillars of home management we've talked about?

- 1. Cleaning**
- 2. Cooking**
- 3. Finances**
- 4. Time Management**

While every single one of these pillars is important, if you don't have good time management you won't get very far with your home management efforts.

Time management makes the other three pillars work flawlessly with each other.

Let's go over a couple strategies that you can use to master time management in your life.

Challenge 1: Creating a weekly to do list

Whether you're a schedule person like me, or you tend to run the other direction when someone mentions using a schedule, it's no lie that using schedules and to-do lists can help you manage your time.

I haven't always been a schedule person, but after I started using schedules and realized how much more organization they brought to my day, I was hooked.

(But make sure you don't do what I did when I would spend more time working on creating a schedule than actually completing the tasks on that schedule.)

If you find you're never able to find enough time in your day to get everything done, it's definitely time to consider creating a weekly schedule, or to-do list.

Are you ready to create yours?

All you're going to do to create your schedule is grab a piece of paper and a pen, and write down every single thing that needs to get done this week.

If you have dentist appointments, write that down, with the time of the appointment. If you are planning on cleaning your entire house, write that down too.

Write down every big and small thing you have happening this week. This will help you be able to focus on completing one task at a time without having to worry about all the other tasks that need to be done - you'll get to them when you can.

Don't worry about splitting these tasks up, for now we just want to do a major brain-dump of everything that needs to get done this week, and everything you want to get done this week.

(This helps you know what's going on in your week without having to wrack your brain to try and remember everything.)

Your challenge:

- **Write down, on a blank piece of paper, everything that is happening this week**

Challenge 2: Breaking your weekly schedule down daily

We're going to take your weekly to-do list one step further now and break it down into a daily to-do list.

What do you do when you create BIG goals? You work your way towards them.

How do you work your way towards them? By creating a series of smaller goals and tasks to complete that all lead up to that one big goal.

The same goes with your to-do list. If you have certain things that need to get done during the week, you don't look at everything that has to get done and do it all in one moment.

You look at what needs to get done and decide which things you can do on which days. You split it up over the days and work towards getting everything done and accomplished by the end of the week.

(Just like you've been doing with this bootcamp. You've been given 5 challenges each week, and you've had to split those challenges up so they all get done by the end of the week.)

For this challenge you're going to take the weekly to-do list (or schedule) that you created in the last challenge and you're going to break it down into a daily list.

Look at your week as a whole. Do you see everything on that list? It's a bit of a jumbled mess right now, but that's okay.

Now you're going to split all those weekly tasks up into daily tasks.

Grab yet another piece of paper and a pen, and write down each day of the week. Now you're going to split your weekly tasks up into daily tasks.

Some of the things on your weekly to-do list will be required to be done on certain days. If, for example, you have dentist appointments on Wednesday, you'll want to write that down under the Wednesday column.

Other tasks could be done on any day, like grabbing the mail or going grocery shopping.

Put every single task from your weekly to-do list onto this list, and make sure there's an even amount spread out over each day. Your goal here is to get *everything* on your weekly to-do list done this week, but with as little overwhelm as possible, and this is why we're splitting it up daily, so it's easily doable.

Your challenge:

- **Transfer everything from your weekly to-do list onto your daily to-do list**
- **Split the tasks up evenly**

Challenge 3: Breaking your daily schedule down hourly

We're going ONE STEP further, again. We're now going to take your *daily* schedule, and break it down into an *hourly* schedule.

I have created an example schedule on the next page that you can use as a reference while you're creating your hourly schedule.

All you're going to do is take the daily schedule you just created and transfer those tasks onto this hourly schedule, into the appropriate time-slots.

You're going to start by transferring all of the set tasks onto your list first. Again, if you have a dentist appointment on Monday at 3:00pm, you would transfer that over to your hourly schedule *before* the other tasks that don't have strict timelines.

Once you've moved over all the set tasks onto your hourly list, you can now put all your other tasks into the rest of the open time slots.

Your blank schedule should look something like this:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							

Challenge 4: Time blocking

Time blocking is a strategy of scheduling that helps you get everything done in a timely matter.

If you get overwhelmed when you look at your to-do list, time blocking allows you to focus on finishing all your tasks ONE at a time. It helps you get rid of all distractions, get tasks done easier, and takes away the overwhelming feeling you get when you look at a long list of things that need to be done.

So, how does time blocking work?

You can use time blocking for daily, weekly, monthly, and yearly tasks - but for now we're just going to focus on the daily tasks to keep things simple. Once you get the hang of daily time blocking, you can work your way up to time blocking for your weekly, monthly, and yearly tasks.

Your first step to successfully time blocking is to break down your list for the day.

Remember that daily list you just created? You're going to use that list to create your time blocking strategy.

Look at your list for a certain day, and write down the top priorities from that list. Which are the most important tasks?

Write your daily to-do list out on a piece of paper in the order of priorities, with the most important tasks at the top, working your way down to the least important tasks.

Now you're going to set up a time blocking schedule, so you can complete *all* your tasks in a timely manner.

When you work with time blocking, you focus on completing tasks as a whole, rather than working by the clock.

One thing you want to keep in mind when you are planning your time blocking strategy is at what time of the day you are the most productive.

Do you work best when the kids are down for naptime, or is that your time to relax, too? Do you work best early in the morning before anyone else is awake?

Think about when you can easily get the most work done, and plan to complete your hardest tasks at those times.

Always handle the lowest priority and easiest tasks at the end of the day. By the end of the day everyone feels a bit worn out and no one wants to dive head-first into a time-consuming, difficult task.

Go ahead and grab that daily hourly schedule you created in the last challenge. You're going to create another one of these, except this time you're not going to add in things like appointments. This schedule is going to be just for your own personal tasks and goals.

Using a blank schedule that lists the day as well as the hours, look over your list that you just made of your daily tasks listed in highest-priority to lowest-priority order.

Now, write down beside each task on that list approximately how long you figure it will take to complete each task.

Next, you're going to block time off on your schedule. If one of your tasks or goals is to complete a project you've been working on, if you figure that task will take you 2 hours to complete and your most productive times of the day are between 10 am - 12 pm, block off (or color in) those two hours on your schedule. Then, on top of the color or blocked time slot, you would write "finish project", or whatever task it is that you are going to be doing.

Continue to do this for each task you have planned for the day, remembering to leave the easiest tasks for the end of the day.

Make sure you aren't blocking off every hour of your day. You need time in between there to tend to your kids, make meals, and relax. When you're creating your time blocking schedule be sure that you leave room to wiggle things around. Life happens, and stuff doesn't always go according to plan, so it's best to be prepared for the unexpected.

How to create your time block strategy

- List your daily tasks out from highest priority to lowest priority
- Write down beside the tasks the amount of time each task will take to complete
- Create a daily schedule with the hours of the day listed on it
- Block time off for each specific task
- Keep low-priority tasks for the end of the day
- Complete highest-priority tasks at your most productive time of the day
- Focus on completing a task as a whole, not working around the clock

This brings us to your very last challenge of this 30 Day Home Management Bootcamp. Are you ready?

Challenge 5: Putting it all together

Your final challenge is **putting it all together**. Everything in this 30 day bootcamp works in conjunction with one another flawlessly, and when done properly, you will have created an effortlessly managed home.

How do you feel?

But wait, just because there are no more challenges doesn't mean it ends here. You're finished, but the work must continue.

Now that you have all the tools you need to run a well managed home without working yourself to exhaustion, it's up to you to continue to manage your home with these tools long after this challenge is done.

Remember - you're only going to see results IF you implement what you learn. Did you read your entire way through this course without completing the challenges? If you did, it's time to go back to the beginning and complete each and every challenge.

If you worked your way through this entire course, completing each challenge one-by-one, it's time to keep the ball rolling and continue doing what you're doing.

I'm SO proud of you and what you have accomplished! This wasn't easy, but boy was it worth it!

Now that you're done the bootcamp, I'd love to hear from you!

I would love for you to email me your results. What challenged you the most? What was the hardest obstacle you had to overcome? What did you learn from this bootcamp? Feel free to email me at amy@deliberatelyhere.com and share what you learned from this challenge.

Keep going

Managing a home is a job that is never truly done. You have to keep at it if you want to keep your house from becoming a chaotic mess again, but I know you can do it.

You showed me and yourself over these past 30 days that you CAN do it.

Going forward, I want you to keep implementing everything you've learned through this bootcamp:

- **Use a weekly cleaning schedule**
- **Complete daily cleaning tasks**
- **Use a chore chart to get everyone involved**
- **Declutter your house regularly**
- **Plan your meals (Hint: Use this meal planning site!)**
- **Prep your meals**
- **Shop with a list**
- **Create a recipe index**
- **Cook for the freezer (Hint: Use this freezer cooking guide!)**
- **Create & stick to a budget**
- **Track your bills**
- **Cut costs**
- **Complete regular spending freezes**
- **Work towards your financial goals**
- **Create a weekly to-do list**
- **Create a daily to-do list**
- **Create a hourly to-do list**
- **Use the time blocking strategy**

And that's it! Keeping these simple habits as a part of your daily life will help you overcome any home management problem that gets thrown your way.

Remember one last thing: When it all starts to feel too overwhelming, take it ONE day at a time. Don't worry about tomorrow. Tomorrow you can worry about tomorrow. Today all you need to be worried about is today.

Don't be a stranger! Reply to any of my emails and stop by and say "Hi!" [on the blog!](#)

You've got this! :)