

Mothers' Day Helper Set



Sample Forms

from
Worksheets & Supplementary Material
to the
Finish Your Pet Project Program

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Compiled from a range of
Inspector Ross Publications

Mothers' Day Set

(Excerpts from the supplement to the *Finish Your Pet Project™ Workbook*)

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TIMER SHEET

Use to track activities on an hourly basis or by segments of the day.

Day/date:		
Times	This heading has been left open for you to overwrite with anything you want to monitor against time – activities, food, etc.	Comments
Before 7 am		
7 am		
7:30 am		
8 am		
8:30 am		
9 am		
9:30 am		
10 am		
10:30 am		
11 am		
Noon		
12:30 pm		
1 pm		
1:30 pm		
2 pm		
2:30 pm		
3 pm		
3:30 pm		
4 pm		
4:30 pm		
5 pm		
5:30 pm		
6 pm		
6:30 pm		
7 pm		
7:30 pm		
8 pm		
8:30 pm		
9 pm		
9:30 pm		
10 pm		
After 10:30 pm		
Summary/Ideas		

ALTERNATE TIMER SHEET

Use to track activities on a daily basis instead of hourly.

It can also be used to make up your own Learning Curve for particular Everies.

	Day-Tracker, Beginning: _____
Day	Activity/Substance/Results/Etc.
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
Summary	
Ideas	

RE-FOCUS CHECKLIST

See THE ONE-PAGE COACH for when to use this.

Mark the following questions like so: Yes = ✓ No = X Maybe = \

If you only have Maybes on the first run through, go back over the questions and consider carefully if the situation is mainly Yes or No, and mark accordingly.

In all cases, **work on the first Yes you come to**. Only continue the list if the first set of instructions didn't solve the problem in the expected time (according to the action required).

Looking back over the last few days, did it seem like:

- 1 Too many to-dos were on your list? _____
Focus on only 2-3 priorities a day, adding more Reminders gradually as your efficiency increases.
- 2 Diarised steps didn't match your actual lifestyle? _____
List steps to match & improve routines first, then fit in new tasks where you can around them.
- 3 You forgot to diarise steps to do? _____
Make it part of your supertime routine (with the Nightly Review'n'Prep) if mornings are rushed.
- 4 Life was too demanding? _____
*Actually diarise those unavoidable demands, making a **conscious decision** to do them at certain times. I.e., don't just drop everything when they come up; take the lead and purposely schedule the ones you can predict. Then add 1 or 2 of your chosen Reminders daily until **your** Everies get 1st call on your time.*
- 5 Your home, or life in general, is in too much disorder? _____
Hire a Professional Organiser to help you implement the Everies, if you can.
 - a. *If that's not possible, find a trustworthy friend to help you work through this book.*
 - i. *Begin by doing more from the Nutshell Decluttering section in the Guidelines.*
- 6 You wasted time on other things? _____
 - a. *For 3 days, record how you spent each half hour.* Be honest with yourself. Read over the entries at the end of 3 days, highlighting main time-wasting offenders.*
 - b. *With these offenders, let the timer limit their intrusion until you're boss again. E.g., give the cooking timer a twist to 20 minutes next time you check your emails – **give them your full attention for 20 minutes**, then jump up & get back on task immediately the timer goes off.*

**Make copies of the Timer Sheet and use those to keep track.*

- 7 You're finding it difficult to prioritise? _____
Declutter (anything) for 20 minutes each day until your own priorities start to surface.
Decluttering & organising have a tendency to help that along, which in turn helps you to declutter.

If nothing helps, use the form at www.inspectorross.com.au/contact to detail specifics of the problem and what you did at each step. I may not be able to answer personally, but will consider the issue for any future editions of The Everies Book.

BONUS TOOLS

Family Regroup

Have the whole family – or household – sit around a table for a well-prepared, shared meal at least once a week, and regroup on only positive aspects for each member. Permit no challenging pressures, even with the menu. It's just a time to touch base on individual & shared goals or activities, and to let members know they have backup.

I'm sure many families already enjoy this as the dinner-time norm, but many don't. The Family Regroup is a way to bring harmony back where this has been lacking.

To save the ritual from becoming rigid or conflicting with individual timetables, roll it forward one night each week to make 8 days between (Monday one week, Tuesday the next, etc.). Everyone then gets a chance to turn up. For real fun, roster the cooking too!

I've suggested some rules over the page to keep this dinner from falling into old patterns of other family dinners, and to make it a pleasant game for attendees.

Family Regroup Rules

- 1 Set and maintain an upbeat atmosphere (low, cheery, instrumental background music helps).
- If things have been a bit tense in your home, use a different location for early regroupings. Choose somewhere casual like a family restaurant, or enjoy fish'n'chips at the beach. Anywhere that is neither too isolated nor too crowded will do. Introduce the ritual gradually and don't give up if the first few times are strained or awkward. Once everyone trusts that it's a dependable time-out, things should ease up.
- 2 Share only light topics, good news, laughs & achievements.
- 3 No button-pushing.
 - a. Devise a fun reward & penalty system to encourage sticking to this rule especially – a kids' reward chart is a great way to keep it light, with black dots allotted to rude remarks, etc. People are often genuinely dismayed to learn they've been hurting another's feelings & driving them away, so even this part should be kept gentle, yet firm.
 - b. Chronic button-pushers may be out of the scope of this book. Something from the detox steps at section X-A-6 could be done in tandem with this Regroup to at least de-escalate things while you seek more tailored, professional advice.
- 4 If someone hasn't been carrying out chores or otherwise participating in the family unit, make a mental note to see them *separately* – keep the Family Regroup as friendly as possible, so that everyone can look forward to this time together, no matter what. Consider it bah-lees.
- 5 For couples, treat it as a date & agree to keep meal conversations light-hearted and, preferably, romantic. If there's an issue between you, choose a different time to take it up, when it is more likely to create a win-win outcome. Meanwhile, stick to topics you agree on and let your partner eat in peace.

6 If you live alone, the Regroup works like this:

- a. Cook for 2 and store the second serve for tomorrow (a good idea any night). Still set the table and keep it for the meal only – TV off, paperwork away. Don't worry, you won't have to stare at the walls while you chew. A cookbook, pencil & your diary are allowed a place at the table.
- b. Follow the rules above to be your own good company. E.g., no negative self-talk, nor worrying over things. Bah-lees, remember?
- c. Review status of communications with family, or people you might consider family, and diarise times to return messages, or to send special-occasion greetings & general catch-ups.
- d. If you would like a partner, diarise some dating plans, or other personalised plans to support your dating efforts.
- e. If you have time left over – since no-one's talking back 😊, browse a cookbook and plan next week's special meal.

This helps keep you in the habit of a) cooking balanced meals; and b) staying in touch with people you value, even if you don't spend time with them often.

Add notes about ways to personalise the Family Regroup for yourself & loved ones:

Wardrobe Review

Keep this form as your clean copy. Make extra copies each time you do this review, so you can write on the back, too.

A Fast Wardrobe Organising Method for: _____ (name)

1 With regard to the next 8 – 12 weeks, write how many days a week – or a month or year, for less frequent activities – you expect to participate in these areas:

	<i>Per ...</i>	<u>Week</u>	<u>Month</u> or	<u>Year</u>
Work		_____	_____	_____
Business		_____	_____	_____
Education		_____	_____	_____
After-work/study quick-change acts.....		_____	_____	_____
Home (relaxing).....		_____	_____	_____
Home (activities with specific clothing needs – name each type)				
.....		_____	_____	_____
.....		_____	_____	_____
.....		_____	_____	_____
Sports/exercise		_____	_____	_____
Evenings out.....		_____	_____	_____
Weekend outings		_____	_____	_____
Romancing		_____	_____	_____
Other(s).....		_____	_____	_____

2 Group current clothing in wardrobe/drawers to suit the above activities.

- Include smalls, shoes, bags & accessories.
- Set aside unwanted, unflattering or worn-out items as you go, for discard or recycling at step 6.

3 Note gaps (missing items for any activity):

4 List immediate *needs* & seasonal top-ups ('Wardrobe Refreshers' overleaf):

5 Buy just those, at the best quality you can afford.

6 Dispose of the discards &/or recycling from step 2. (Recovering anything that *could* work with new items...)

7 List remaining optional purchases:

8 Fill these gaps on an ongoing basis, priced at your discretion.

9 Review wardrobe each season in the same way.



