

“House of Order” CLASS OUTLINE

Eight-Week Class

Sessions when topics taught ...

- 1A. Introduction
(additional items to purchase)
Coping with Clutter

- 1B. Desk Organization
Closet Organization
Laundry Organization
Housecleaning Plan 3” x 5” cards
(students begin preparing cards)

- 2A. Kitchen Organization**

- 2B. Information Binder-Family**

- 3A. Time Management-Principles
- 3B. Information Binder-Medical

- 4A. Time Management-Practices**
- 4B. Family Councils**

- 5A. Finances
- 5B. Home Storage

- 6A. Housecleaning Plan**
(students taught how to use cards)

- 6B. Housecleaning Methods**

- 7A. Training Children to Work
- 7B. Trivia

Filing System

- 8A. Food Management**

- 8B. Food Storage**

House of Order Handbook

Chapters covered...

- #1 “House of Order” Preparation
- #24 Office Supplies List
- #5 Coping with Clutter

- #2 Home Office
- #3 Clothes Closets & Cupboards
- #4 Laundry
- #15 Housecleaning Plan,
the “Brain” Box

- #6 Kitchen Organization**

- #7 “Information” Binder**
(personal & family information)

- #8 Time Management
- #9 Goal Setting
- #7 “Information” Binder
(medical information)

- #8 Time Management**
- #10 Calendaring**
- #11 Family Councils**
- #12 Lists**

- #13 Finances

- #14 Home Storage

- #15 Housecleaning Plan, the
“Brain” Box**

- #16 Housecleaning Methods**

- #17 Training Children to Work
- #18 Trivia
- #19 “Greeting Cards” Binder
- #20 “Sources” Binder
- #21 Files

- #22 Food Management**

- #23 Food Storage**