How to Control the Chaos with Heather Greco

with Heather Greco · Hosted by Kathi Burns, CPO®, Business FLOW Strategist

Heather Greco, founder of Chaos n' Cookies, helps families write a manual for their home so a partner, nanny or sitter can check the book instead of texting mom.

- [ ] Write down the routines that live in your head so a helper can check the book instead of texting you.
- [ ] For any allergy or medical need, record how severe it is, where the medicine always stays and what to do step by step.
- [ ] Pick one permanent spot for emergency items and keep them there.
- [ ] Read your written system back and look for the gaps where you've been winging it.
- [ ] Time one daily routine to see how long it really takes.
- [ ] Label a five-shelf hanging organizer Monday through Friday and fill it with school clothes every Sunday.
- [ ] Learn the basics of anything you delegate, including your books and your website.
- [ ] Find out where your home's air filters are and how to turn off the water.
- [ ] At the end of each day, move anything unfinished to the top of tomorrow's list and note how each task made you feel.

Listen, read the transcript and get the links: addspacetoyourlife.com/podcast/family-household-manual-heather-greco/
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