

Stage Your Tomorrow - Why Do It?

Staging your tomorrow allows you to **wake up feeling cool, calm and collected**. And all it takes is an investment of about 10 minutes the night before. It's super simple to do and the whole family can take part, which means not only will you all **wake up prepared for the day**, but **your kids will be learning organizational skills** as well.

By prepping the night before you can **avoid the chaos and panic that so often comes with early morning scrambling**. Staging your tomorrow means you'll avoid the stress of looking for lost shoes and missing homework. You'll never have to search for your keys or your phone, because they'll be exactly where they should be. You won't be trying to figure out what to wear, because that's already been decided.

Taking care of business the night before will **allow you to focus on what you need to gather without the distraction** of getting out the door on time. You'll be more relaxed because you won't be preoccupied with whether you're going to be late, which means **you'll be more efficient and effective**.

To see **the benefit in staging your tomorrow**, all you need to do is contrast it with the pressure of simultaneously looking for your belongings, trying to make sure you don't forget anything, and freaking out because time is ticking (please tell me I'm not the only one!). We've all had mornings like that, and they're draining...they drain our energy and they drain our time.

It's well known that our **mornings set the tone for our day**. If we start out rushed and harried, the rest of the day is likely to follow suit. It's really hard to recover from a bad beginning, but when you stage your tomorrow you avoid bad starts altogether.



Stage Your Tomorrow – Use Checklists

A checklist is the easiest way to make sure you are set to go. Checklists are amazing tools, they relieve us of the burden of having to remember everything. Without fail they prompt us to gather what we need, when we need it. I think of checklists as my security guards - they've always got my back!

You can **create individual checklists for each family member** so nothing gets overlooked. You can also **create custom checklists for different days of the week.** Many of us, and especially students, have schedules that vary from day to day. For example, maybe your child has violin lessons Monday, Wednesday and Friday, and you have twice weekly yoga class.

You certainly don't need your yoga mat every day, but you **don't want to forget it when you do need it.** The same for the violin, there's no point schlepping that everyday, but you don't want to be getting a call from your kiddo saying they forgot it on a day they do need it. That's how **checklists support us – they remember for us,** which saves us frustration and time.

On the next page is sample checklist for adults, followed by one for kids, to give you an idea of what might get included. The rest of the pages are **blank, ready for you to create your own custom lists.**

They are **fully editable and savable,** so you can reuse them as many times as you want. Just pop your cursor in a field and start typing. You can use the tab key to navigate to the next field. Or you can print them off and let your family fill them in the old fashioned way.

If you've got questions, feel free to **[pop over to Facebook and ask away.](#)** You can also drop me an **[email,](#)** I'll be happy to answer anything!



*Checklists are an excellent way
to simplify our lives and
improve our effectiveness.*

Sample Checklist For Adults

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Outfit/clothing chosen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessories chosen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checked w/kids on permission slips, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kids lunch/lunch money set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After school plans set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell phone & charger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Briefcase/bag/purse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Errands list ready	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Returns/drop offs ready to go	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sample Checklist For Kids

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Backpack ready to go	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outfit chosen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoes ready	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School paperwork to parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After school plans set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homework ready to go	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports stuff ready to go	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone and earbuds ready	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outerwear set and ready	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist For:

Mon Tue Wed Thu Fri Sat Sun

Checklist For:

Mon Tue Wed Thu Fri Sat Sun

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Mon Tue Wed Thu Fri Sat Sun

Checklist For:

Mon Tue Wed Thu Fri Sat Sun

the OrganizingMaven { Clear your clutter... }
...find your **HAPPY!** }

Checklist For:

Mon Tue Wed Thu Fri Sat Sun