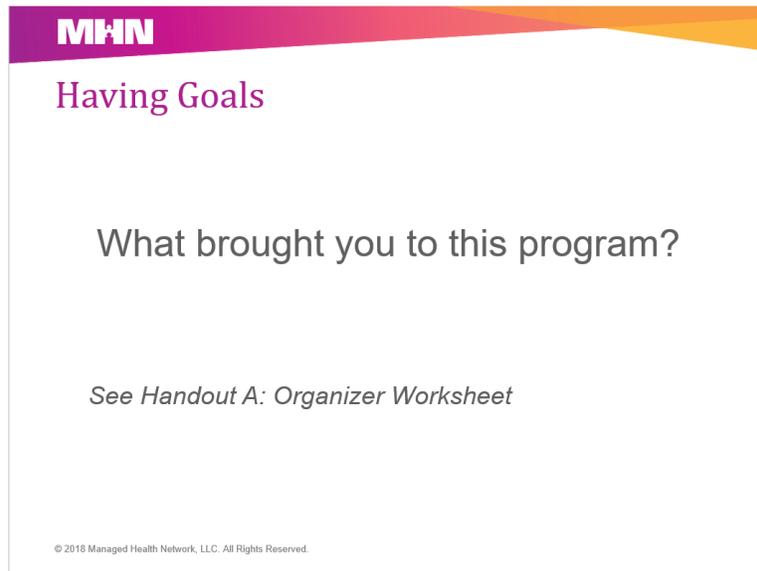

Slide 1



Participant Handbook

Slide 2



MHN

Having Goals

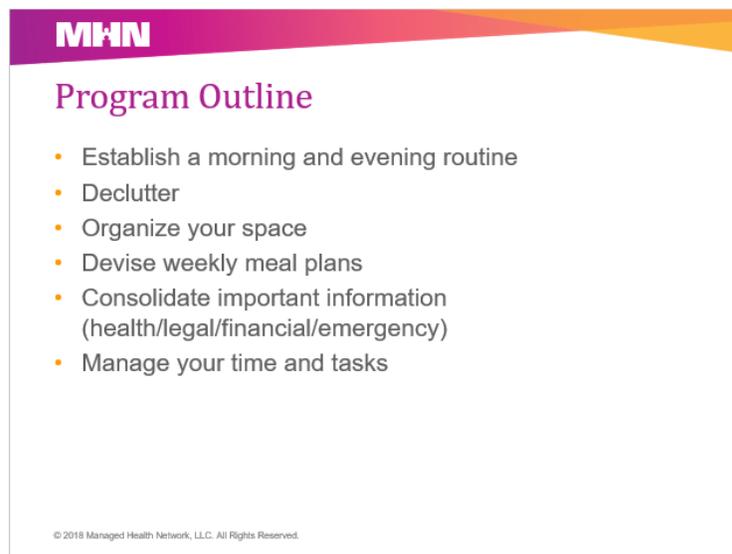
What brought you to this program?

See Handout A: Organizer Worksheet

© 2018 Managed Health Network, LLC. All Rights Reserved.

This slide features a decorative header with a purple-to-orange gradient and the MHN logo. The main content is centered and includes a question and a reference to a handout.

Slide 3



MHN

Program Outline

- Establish a morning and evening routine
- Declutter
- Organize your space
- Devise weekly meal plans
- Consolidate important information (health/legal/financial/emergency)
- Manage your time and tasks

© 2018 Managed Health Network, LLC. All Rights Reserved.

This slide features a decorative header with a purple-to-orange gradient and the MHN logo. The main content is centered and includes a title and a bulleted list of program objectives.

Slide 4

MHN

Establish a Morning and Evening Routine

Routines can...

- Simplify your days by providing direction and structure
 - Eliminating the need to think each morning and evening about what you are going to do and in what order
- Help you incorporate things you will feel good about doing and typically think you don't have time for
 - What do you want to add to your existing routine?

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 5

MHN

Examples of Morning Routines

<p><i>Ted's AM Routine</i></p> <ul style="list-style-type: none">• Read comics while drinking a cup of tea (15 min)• Make breakfast/clean up (20 min)• Plan day while listening to favorite music (15 min)• Take vitamins (1 min)• Get ready for work (30 min)• Make bed (5 min) <p>Time: 86 minutes</p>	<p><i>Barb's AM Routine</i></p> <ul style="list-style-type: none">• Make breakfast for myself/kids (20 min)• Clean up kitchen (10 min)• Drink cup of coffee while journaling (15 min)• Jog (30 min)• Shower/get ready (30 min)• Pick up clutter (5 min) <p>Time: 110 minutes</p>
--	--

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 6

MHN

Examples of Night-time Routines

Ted's PM Routine

- Walk dog (20 min)
- Sort mail (2 min)
- Make dinner (45 min)
- Clean up (15 min)
- Clutter removal (5 min)
- Plan for tomorrow (10 min)
- Watch tv (1 hour)

Time: 157 minutes

Barb's PM Routine

- Make dinner (45 min)
- Prepare lunches (15 min)
- Clean up kitchen (15 min)
- Help kids with homework (20 min)
- Set out clothing (2 min)
- Spot clean bathroom (5 min)
- Gratitude practice (15 min)

Time: 117 minutes

See Handout B: Daily Routines

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 7

MHN

How Do I Get Motivated to Have a Routine?

- Find your *primary* motivation
- Have a clear plan (write it down)
- Adjust as needed
- See your progress
- Identify your trigger
- Be present and aware
- Visualize yourself doing your routine

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 8



Declutter

- Our physical space impacts our emotional well-being
- Decluttering is the fastest and easiest way to improve the look, function, and feel of your home
- Take on a daily 5, 10 or 15-minute purging and decluttering challenge

See Handout C: Declutter Your Home

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 9



Declutter cont.

- Prevent clutter
 - Put things in their 'place' immediately after using them
 - Apply the 'one in, one out' rule
 - Follow the 'a place for everything' rule
 - Do a 'daily decluttering', for 3-5 minutes
 - Seek help if hoarding is a real challenge

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 10



Organize Your Space

- S – Sort
- P – Purge
- A – Assign
- C – Contain
- E – Evaluate

See Handout D: The S.P.A.C.E. Challenge

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 11



A Clean Home

“My idea of housework is to sweep the room with a glance.”
- Erma Bombeck

“A clean home is a happy home.”
- unknown

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 12

MHN

A Clean Home *cont.*

#1 Have a quick and easy *daily* cleaning routine. Example:

AM

- 1) Make beds
- 2) Empty the dishwasher
- 3) Wipe down bathroom counters
- 4) Put away a load of laundry
- 5) Pick up clutter

PM

- 1) Throw in a load of laundry
- 2) Load and run the dishwasher
- 3) Wipe down kitchen counters
- 4) Spot mop floors
- 5) Pick up clutter

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 13

MHN

A Clean Home *cont.*

#2 Follow a *weekly* cleaning schedule. Select one:

- *Weekly Intensive*
 - 1 or 2 days per week, clean entire home
- *Daily 30 or Daily 60*
 - Daily power cleaning for 30-60 minutes
- *Daily Zone cleaning*
 - Daily zone cleaning (for ex: Mon's - bathrooms, Tue's - living room)
- *Daily One task*
 - Daily task (for ex: Sat's - vacuum all floors, Tue's - dust everything)

#3 Follow a schedule for spring cleaning/intermittent tasks

- Identify all tasks, create a recurring schedule, enter into calendar

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 14

MHN

Consolidate Important Information

- Have a family quick reference binder
- Organize your paperwork
- Complete important legal documents
- Plan your meals

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 15

MHN

Make a Family Quick Reference Binder

- Contacts (friends, family, neighbors, etc.)
- Perpetual calendar for birthdays, anniversaries, etc.
- Babysitter
- School
- Health
- Emergency preparedness
- Home safety checklist

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 16

MHN

Organize Your Paperwork

- Sort and file your paperwork into short term, long term, and 'discard' files
 - *Handout E: Organize Your Paperwork*
- Have a rule about how long you keep important papers
- Create a paper 'purge' task schedule

Note: if you don't have one, consider purchasing a small fire-proof safe for hard to replace documents and memorabilia! Or have a safety deposit box at your bank.

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 17

MHN

Create Important Documents

- Legal documents
 - Living Will
 - Healthcare Power of Attorney.
 - Durable Power of Attorney.
 - Will
- Password Log

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 18



Streamline Grocery Shopping & Meal Planning

- Use a grocery shopping list template
 - Shop weekly
 - See *Handout F: Meal Planning & Grocery Shopping*
- Make a dinner list (meals you like to eat regularly)
- Create weekly meal plans
 - Insert items into shopping list
- Share the load
 - Assign meal prep and clean-up to family members

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 19



Manage Your Time and Your Tasks

You will never find time for anything. If you want time, you must make it.”

-Charles Buston

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 20

MHN

Identify Your Recurring *Weekly* 'To Do's'

- List all of the things that you need to do weekly (recurring). Example:
 - Create a meal plan
 - Fill up your gas tank
 - Grocery shopping
 - Cleaning
 - Do laundry
 - Change bedding
 - Water plants
 - Review and update your schedule for the week (events, activities, special occasions, etc.)

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 21

MHN

Assign Recurring Tasks to Days of the Week

Example:

Sun	Mon	Tue	Wed	Thur	Fri	Sat
•Review and update weekly schedule	•Fill up gas tank •Clean bathroom	•Change bedding •Visit Aunt Jo	•Vacuum •Work out YMCA	•Do laundry •Water plants	•Call family •Work out YMCA •Family outing	•Create meal plan •Yardwork •Clean kitchen
•Grocery shopping •Family meeting	•Work out YMCA	•Dust				

This provides a schedule that can be used every week and adjusted as needed.

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 22

MHN

Plan For the Week Ahead

At the beginning of the week, review your calendar

- Identify unique 'to do's for that week (events, activities)
 - Create your 'to do' list for the week
 - Indicate which day you will do each task
 - Combine them with your weekly recurring task schedule
 - Identify any necessary adjustments to your weekly *recurring* schedule

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 23

MHN

Plan For the Day Ahead

At the beginning of each day (or the day before)...

- Review your 'to do' list for the day
- Identify the day's top 3 priorities
 - These should be your "immediate action" tasks
- Do the hardest one first!

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 24



Planning at Work

Plan for the week ahead:

- Create your list of recurring weekly tasks
- Review your calendar for the week ahead
- Create your to do list for the week

Plan for the day ahead:

- Review your 'to do' list for the day
- Identify your top 3 daily priorities
- Do the hardest one first!

Use the decluttering prevention practices:

- Put things in their 'place' immediately after using them
- Apply the 'one in, one out' rule
- Follow the 'a place for everything' rule
- Do a 'daily decluttering', for 3-5 minutes

© 2018 Managed Health Network, LLC. All Rights Reserved.

Slide 25



Summary

- Accept that we can't be organized all the time!
- Start with small, reasonable goals
- Make adjustments
- Celebrate your successes!

© 2018 Managed Health Network, LLC. All Rights Reserved.



Resources

Online

- Emergency preparedness - www.ready.gov/build-a-kit
- Home safety checklist - www.usfa.fema.gov/downloads/pdf/home_safety_checklist.pdf
- Home maintenance checklist - www.preventativehomemaintenance.com/home-maintenance-checklist/
- MHN.com

Books

- Organizing from the Inside Out by Julie Morgenstern
- Cluttered Mess to Organized Success by Cassandra Aarssen
- First Things First by Steven Covey
- The Power of Habit by Charles Duhigg
- The Seven Habits of Highly Effective People by Steven Covey

© 2018 Managed Health Network, LLC. All Rights Reserved.

Handout A: Organizer Worksheet

1. What in your personal/home-life, are you wanting to organize or be better at organizing?
2. Why is this important to you? Or what is not currently working? For example, is it causing you stress?
3. What would work? OR What are you seeking?
4. List the tasks and ideas to make this happen:
5. Plug the tasks into long and short-term lists

Next 6 months:

Monthly

Weekly

Daily

Adapted from: Cluttered Mess to Organized Success, by Cassandra Aarsen.

Handout B: Daily Routine (for work-days)

AM Routine:

Total time:

PM Routine:

Total time:

Handout C: Declutter

Pick a space, set your timer and see how many things you can get done in 5, 10 or 15 minutes per day! At minimum, commit to doing this for a week. If you're game, commit to 30 days!

Bedroom

Check things off as you complete them. And count how many things you donate or throw away, to feel pride in your progress!

Note: Have a 'does not belong in the bedroom' bin, a 'donate' bin and a 'trash' bin.

Done	Task to tackle
	Clear surfaces where clutter accumulates such as night tables, hooks, chairs. Move quickly to declutter these areas. See if you can find 10 items from these areas that you can get rid of right now. Toss the garbage.
	Purge from your bureau. Identify 21 items from your bureau drawers that you can donate. Be sure to include any old socks or underwear that you don't wear.
	Find the floor again. Pick up any items on the floor and put them in their place. Move fast!
	Purge from your closet. Purge and donate 21 items from your closet. The 80/20 rule is: you wear only 20% of your clothing 80% of the time. If you wouldn't buy it again, let it go. Another day, repeat!
	What's under the bed? Identify 5 items that can be donated or put in the trash.
	<i>Put any 'does not belong in the bedroom bin' items in that bin. Put them in their right 'place'.</i>

Kitchen

Done	Task to tackle
	Lose the lids. Say goodbye to those extra lids we all have in our food storage container area. While you're at it, find 3 unused containers to donate.
	Purge utensils. Purge 2 extra-large serving spoons, spatulas, or that extra potato masher you never use.
	Remove unused small appliances. Donate 1 small appliance that you never use. Here are some examples: rice cooker, bread maker, food processor, hand blender, or toaster oven. If they haven't been used in 6 months, it's time to let them go.
	How many mugs do you really need? How often do you have 20 friends over for coffee at the same time? Let 4 go!

	Look under the sink. Take a minute and purge some unused cleaners, grocery bags, and those dust-collecting vases from under your kitchen sink. Get rid of at least 5 things now.
	Purge the pantry. Go through your pantry and donate 5 food items that you will never eat. Your local food bank will appreciate your kindness and your pantry will appreciate the newfound space! Don't forget to look at expiration dates.
	Don't forget the freezer! Meat for instance, is expensive. But are you really going to eat that freezer-burnt chicken or hamburger? Find 5 things from your freezer to toss.
	Remove some junk from that junk drawer. Can't identify what it is? Get rid of it.
	<i>Make a final run through your kitchen. Find 5 random things to get rid of. For example: duplicate measuring spoons, scratched pots and pans, chipped glasses and plates, and worn-out baking pans you don't use.</i>

Living Area

Done	Task to tackle
	Pass on some knick-knacks. Go through your home and find five home décor accessories or knick-knacks that you no longer love and can let go to someone else.
	Move some books and magazines out. Try to find 10 books and 10 magazines that you will never read again and move them out.
	Eliminate DVD's. The best way to organize your DVD collection is to let go of the cases and use a DVD sleeve organizer.
	Purge some picture frames. Too many of them can make your space look and feel cluttered. Take the pictures out and donate 4 frames from your home.
	Say goodbye to some games. Let go of 3 board games or puzzles and pass them on to another family.
	Do a tech clean up. Find and remove outdated video games, extra remote controls (and batteries that don't work), and unused tech devices that aren't being used.
	<i>Reign in the random. Find 5 extra random things that you can get rid of.</i>

Bathroom

Done	Task to tackle
	Say goodbye to the makeup. If you don't love the color or how it looks, time to let it go. Find 10 things that you can get rid of.
	Purge old medicine. Go through your medication and get rid of anything that's expired. Eliminate all first aid items that you'll never use.
	Let go of the skin products. Sort through the lotions, shampoos, perfume, hair gels, etc. Be ruthless. Donate or toss those items you haven't used and most likely, won't!
	Dispose of old towels. Okay which stained, or hole-filled towels take up space in the closet, but never get used? Remove them.
	Toss those toothbrushes. Do you have old toothbrushes hanging out? And by the way, next time you get a new one, toss the old!
	Clean out the cleaning supplies. If you haven't used it in the past 6 months, why keep it? Free up some space!

Adapted from: Cluttered Mess to Organized Success, by Cassandra Aarssen.

Handout D: The S.P.A.C.E Challenge

Pick an area you want to organize. Make sure the area is small enough that you can complete it in 15 minutes.

S – Sort all the items from this space into “like” piles on the floor or other flat surface. Keep your piles separated by category. *Example:* if you are doing your bathroom you could make a pile for “first aid supplies,” “medications,” “vitamins,” and “personal hygiene.” Keep sorting until your entire space is empty.

P – Purge

Go through each pile and let go of old, unused, or duplicate items that you no longer want to keep. Be ruthless!

A – Let’s assign a place for these newly sorted piles to call home!

EVERY thing should have a place to call home. Keep losing your keys? Keep them in the same spot ALWAYS. Don’t know where your cell phone is. Have ‘drop’ spots. The phone goes on either the kitchen counter, or on your desk. Always put it one of those two places!

Assign a place for these newly sorted piles to call home! Which of these things do you use most often? The items you use most often should be the easiest to access, so place these at waist or eye level. The items you rarely use should be stored on top shelves or in harder to reach areas. You may want to consider moving items to an entirely different space in your home during this time.

C – Contain

Measure the areas that you have “assigned” as new homes for your piles and find containers that will fit that space! Be sure the containers are large enough to hold everything in your sorted pile. Get creative! Reuse containers you already have or shop your local dollar store for budget-friendly options.

E – Evaluate

Evaluate your newly organized space from time to time to make sure it is still working for you! Make purging a part of your regular cleaning routine so that it never becomes out of control again.

Take this 30-Day Challenge!

Here's a 30-day challenge for you. Set your timer for 15 minutes each day, purging items in the given space.

1. Under kitchen sink
2. Food containers
3. Bakeware and dishes
4. Utensil drawers
5. Fridge
6. Freezer
7. Pantry
8. Junk drawer
9. Linen closet
10. Bathroom drawers
11. Under bathroom sink
12. Medicine/toiletries
13. Dresser drawers
14. Under your bed
15. Closet
16. Shoes
17. Purses, bags, totes
18. Memorabilia
19. Children's toys
20. Children's clothes
21. Craft supplies
22. Laundry area
23. Desk/paperwork
24. Storage area
25. Books
26. Movies/games
27. Outerwear
28. Cluttered surfaces
29. Garage/shed
30. Tools

Now naturally, it may take quite a few 15-minute time slots for any given area. But the sense of satisfaction derived from each time slot can be phenomenal. Try it!

Source: Cluttered Mess to Organized Success, by Cassandra Aarssen.

Handout E: Organize Your Paperwork

Sort and file your paperwork into short term, long term, and ‘discard’ files.

Long-Term Papers

- Appliance manuals, warranties, and service contracts
- Yearly bank statements
- Credit card contracts
- Legal documents
- Education records, diploma, transcripts, etc.
- Employment records
- Family health records, including vaccination histories
- Health benefit information
- Income tax papers (last 7 years)
- Insurance policies
- Yearly loan statements
- Password list
- Receipts for items under warranty
- Safe deposit box inventory (and key)
- Tax receipts, such as those received for charitable deductions

Short-Term Papers

- Monthly bank statements
- Bill payment receipts
- Bills awaiting payment
- Monthly credit card statements
- Misc “To-Do” papers

Discard

- Cancelled checks for cash or nondeductible expenses
- Expired warranties
- Pay stubs, after reconciling with W-2
- Income tax papers over 7 years old
- Monthly bills and statements over 12 months old

Source: Cluttered Mess to Organized Success, by Cassandra Aarssen.

Paper Purging Guide

How long do you need to keep important papers?

Documents	How Long to Keep It
Bank statements	1 year, unless needed to support tax filings
Birth certificates, marriage licenses, divorce decrees, passports, education records, military service records	Forever
Contracts	Until updated
Credit card records	Until paid, unless needed to support tax filings
Home purchase and improvement records	As long as you own the property
Household inventory	Forever; update as needed
Insurance, life	Forever
Insurance, car, home, etc.	Until you renew the policy
Investment statements	Shred your monthly statements; keep annual statements until you sell the investments
Investment certificates	Until you cash or sell the item
Loan documents	Until you sell the item the loan was for
Real estate deeds	As long as you own the property
Receipts for large purchases	Until you sell or discard the item
Service contracts and warranties	Until you sell or discard the item
Social Insurance Card	Forever
Marriage Certificate	Forever
Tax records	7 years from the filing date
Vehicle titles	Until you sell or dispose of the car
Will	Until updated

Source: Cluttered Mess to Organized Success by Cassandra Aarssen

The Ultimate Healthy Vegan Grocery List

<p>Vegetables</p> <ul style="list-style-type: none"> <input type="checkbox"/> Asparagus <input type="checkbox"/> Avocado <input type="checkbox"/> Beets <input type="checkbox"/> Bell Peppers <input type="checkbox"/> Broccoli <input type="checkbox"/> Brussels Sprouts <input type="checkbox"/> Cabbage <input type="checkbox"/> Carrots <input type="checkbox"/> Cauliflower <input type="checkbox"/> Celery <input type="checkbox"/> Corn <input type="checkbox"/> Cucumber <input type="checkbox"/> Eggplant <input type="checkbox"/> Garlic <input type="checkbox"/> Yams <input type="checkbox"/> Leek <input type="checkbox"/> Mushrooms <input type="checkbox"/> Onions <input type="checkbox"/> Potatoes <input type="checkbox"/> Pumpkin <input type="checkbox"/> Radishes <input type="checkbox"/> Sprouts <input type="checkbox"/> Squash <input type="checkbox"/> Sugar Snap Peas <input type="checkbox"/> Sweet Potatoes <input type="checkbox"/> Tomatoes <input type="checkbox"/> Zucchini 	<p>Fruits</p> <ul style="list-style-type: none"> <input type="checkbox"/> Apples <input type="checkbox"/> Apricots <input type="checkbox"/> Bananas <input type="checkbox"/> Blackberries <input type="checkbox"/> Blueberries <input type="checkbox"/> Cherries <input type="checkbox"/> Grapefruit <input type="checkbox"/> Grapes <input type="checkbox"/> Kiwis <input type="checkbox"/> Lemons <input type="checkbox"/> Limes <input type="checkbox"/> Mangoes <input type="checkbox"/> Nectarines <input type="checkbox"/> Oranges <input type="checkbox"/> Peaches <input type="checkbox"/> Pears <input type="checkbox"/> Plums <input type="checkbox"/> Pomegranate <input type="checkbox"/> Raspberries <input type="checkbox"/> Strawberries <input type="checkbox"/> Watermelon <p>Dried fruits</p> <ul style="list-style-type: none"> <input type="checkbox"/> Apple <input type="checkbox"/> Apricots <input type="checkbox"/> Banana Chips <input type="checkbox"/> Cranberries <input type="checkbox"/> Currants <input type="checkbox"/> Dates <input type="checkbox"/> Figs <input type="checkbox"/> Piers <input type="checkbox"/> Prunes <input type="checkbox"/> Raisins 	<p>Healthy Fats</p> <ul style="list-style-type: none"> <input type="checkbox"/> Avocado <input type="checkbox"/> Olives <input type="checkbox"/> Extra Virgin Oils <p>Nuts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Almonds <input type="checkbox"/> Brazil Nuts <input type="checkbox"/> Cashews <input type="checkbox"/> Chestnuts <input type="checkbox"/> Hazelnuts <input type="checkbox"/> Macadamia Nuts <input type="checkbox"/> Pecans <input type="checkbox"/> Pine Nuts <input type="checkbox"/> Pistachios <input type="checkbox"/> Walnuts <p>Seeds</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chia Seeds <input type="checkbox"/> Flax Seeds <input type="checkbox"/> Hemp Seeds <input type="checkbox"/> Pumpkin Seeds <input type="checkbox"/> Sesame Seeds <input type="checkbox"/> Sunflower Seeds <p>Nuts & Seeds Butters</p> <ul style="list-style-type: none"> <input type="checkbox"/> Almond Butter <input type="checkbox"/> Cashew Butter <input type="checkbox"/> Macadamia Nut Butter <input type="checkbox"/> Mixed Nut & Seed Butters <input type="checkbox"/> Peanut Butter <input type="checkbox"/> Sunflower Seed Butter <input type="checkbox"/> Tahini 	<p>Vegan Dairy Substitutes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Almond Milk <input type="checkbox"/> Cashew Milk <input type="checkbox"/> Coconut Milk <input type="checkbox"/> Coconut Yogurt <input type="checkbox"/> Hemp Milk <input type="checkbox"/> Oat Milk <input type="checkbox"/> Rice Milk <input type="checkbox"/> Soy Milk <input type="checkbox"/> Soy Yogurt <input type="checkbox"/> Tempeh <input type="checkbox"/> Tofu <input type="checkbox"/> Vegan Cheese
<p>Leafy Greens</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arugula <input type="checkbox"/> Bok Choy <input type="checkbox"/> Kale <input type="checkbox"/> Lettuce <input type="checkbox"/> Romaine <input type="checkbox"/> Salad Mixes <input type="checkbox"/> Spinach <input type="checkbox"/> Spring Greens <input type="checkbox"/> Swiss Chard <input type="checkbox"/> Turnip Greens <input type="checkbox"/> Watercress <input type="checkbox"/> Wheatgrass 	<p>Spices And Herbs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Anise <input type="checkbox"/> Basil <input type="checkbox"/> Bay Leaf <input type="checkbox"/> Celery Seed <input type="checkbox"/> Chili Powder <input type="checkbox"/> Chives <input type="checkbox"/> Cilantro <input type="checkbox"/> Clove <input type="checkbox"/> Coriander <input type="checkbox"/> Cumin <input type="checkbox"/> Curry <input type="checkbox"/> Dill <input type="checkbox"/> Garlic Powder <input type="checkbox"/> Ginger <input type="checkbox"/> Lemongrass <input type="checkbox"/> Nutmeg <input type="checkbox"/> Onion Powder <input type="checkbox"/> Oregano <input type="checkbox"/> Paprika <input type="checkbox"/> Parsley 	<p>Legumes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Azuki Beans <input type="checkbox"/> Black Beans <input type="checkbox"/> Black Eyed Peas <input type="checkbox"/> Chickpeas <input type="checkbox"/> Edamame <input type="checkbox"/> Fava Beans <input type="checkbox"/> Green Beans <input type="checkbox"/> Kidney beans <input type="checkbox"/> Lentils (yellow, red, black) <input type="checkbox"/> Lima Beans <input type="checkbox"/> Mung Beans <input type="checkbox"/> Navy Beans <input type="checkbox"/> Pinto Beans <input type="checkbox"/> Red Beans <input type="checkbox"/> Snow Peas <input type="checkbox"/> Soy Beans <input type="checkbox"/> Split Peas 	<p>Pantry Items</p> <p>Sweeteners</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coconut Sugar <input type="checkbox"/> Date Syrup <input type="checkbox"/> Maple Syrup <input type="checkbox"/> Molasses <input type="checkbox"/> Organic Cane Sugar <input type="checkbox"/> Rice Syrup <input type="checkbox"/> Stevia <p>Condiments</p> <ul style="list-style-type: none"> <input type="checkbox"/> Apple Sauce <input type="checkbox"/> Canned Beans <input type="checkbox"/> Canned Tomatoes <input type="checkbox"/> Coconut Milk <input type="checkbox"/> Curry Paste <input type="checkbox"/> Guacamole <input type="checkbox"/> Harissa <input type="checkbox"/> Hummus <input type="checkbox"/> Miso Paste <input type="checkbox"/> Mustard <input type="checkbox"/> Nutritional Yeast <input type="checkbox"/> Salsa <input type="checkbox"/> Sriracha Sauce <input type="checkbox"/> Sun Dried Tomatoes <input type="checkbox"/> Vinegar <input type="checkbox"/> Tomato Paste <p>For Baking</p> <ul style="list-style-type: none"> <input type="checkbox"/> Baking Powder <input type="checkbox"/> Baking Soda <input type="checkbox"/> Cocoa <input type="checkbox"/> Coconut Oil <input type="checkbox"/> Corn Starch <input type="checkbox"/> Ground Flax Seed <input type="checkbox"/> Whole Grain Flour <p>Misc</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coffee <input type="checkbox"/> Tea

Handout G: Weekly Task Schedule

Make a list of tasks that need to be done weekly.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

Assign days of the week to each task.

Sun	Mon	Tue	Wed	Thur	Fri	Sat