

WORKING SCHEDULE FOR THE HOUSEWIFE

By MARGARET BOOHER, '27.

**A Working Schedule Is Needed Not Only for the Day But for the Week—
Prevents Too Many Things Being Crowded into One Day.**

THE most efficient housekeeper will understand the need for planning her daily activities. She will make a very careful outline of her time, not only for the day but for the week, which can be reviewed and adjusted every morning to fit the particular need of that day.

There is a very worth while purpose to a working plan. It keeps a woman from throwing herself into whatever comes first to hand, and the day will not fly past filled with the unimportant rather than with the essential duties.

Yet making a working plan is not an easy task. Conditions are not the same in any two homes. One family may number three while another family seven or more. Location, house construction and plan, hours of meals and invalids in the family are a few of the factors which have to be considered.

Still the woman with the small family and the woman with the large family have the same problem which has to be solved differently and individually to fit each household. This problem is to plan and work out a schedule of all tasks so that all work will be related and will progress smoothly with as little interruption as possible.

Many women say that they cannot make a definite plan of daily work because the work for each day is so different and that there are so many separate kinds of tasks that it is impossible for them to make a schedule. However, it is because there are so many different tasks that a schedule is needed. If a woman were doing the same thing over and over again day after day, she would need no working plan. It is needed only when there are several pieces of different kind of work to be done at different hours with different tools. Then it is necessary to arrange each task in a logical order and on time, so that the worker may proceed with the least amount of friction and effort.

Upon comparing conditions in the homes it is found that no matter how large or how small the family there are some tasks which remain constant. Some of the daily tasks are:

1. Cooking and serving of three meals a day for all members of the family.
2. Dish and pot washing.
3. Bed making and care of bedrooms.

4. Light cleaning of all rooms in the house.

Then there are several weekly or special tasks:

1. Laundry, washing, and ironing.
2. Mending or sewing.
3. Thorough cleaning of house.
4. Window, silver or metal cleaning.
5. Special cooking or baking.
6. Refrigerator, pantry or closet cleaning.
7. Shopping and ordering of supplies.

There are two objects to every schedule or working plan. First, the order of the work which is by far the most important, and the lack of which is the cause for so much "nerves" and useless effort. Second, the time for work which can be decided only after the order is arranged and provided for.

The first thing to do in making a schedule is to think through the problem, and with pencil and paper write down the absolute conditions around which the schedule must center. For example, the first facts would be the hours of meals as these must be definite and upon them depend the cooking and some of the other work. Next, write down the order of the regular daily tasks in the way you think they will be best suited to your particular home. For instance, one must consider whether it is better to wash all the breakfast dishes, put kitchen in order and start lunch before making beds and doing light cleaning, or whether to merely put food away and scrape the dishes before making beds and doing light cleaning, and then return to start lunch later, doing breakfast and lunch dishes together. Each individual must determine the best order for her own individual case. This must be worked out experimentally by trying all plans in a systematic way.

The schedule of weekly or special tasks must be considered while mak-

ing the daily schedule. For example, in planning both the cooking and cleaning of Monday or Tuesday, one must consider whether or not the laundry is to be done on either of these days.

A great deal of the confusion of unscheduled work arises because too many things are crowded into the one day, while other days have too little. The aim or purpose of the schedule is to prevent this unevenness in work and to evenly distribute the work over the entire week.

The worker without a schedule frequently allows an unexpected piece of work to interrupt and confuse her entire day. It must be understood that a schedule is not a treadmill and does not mean perpetual work without rest, for every schedule must provide for definite periods of rest and recreation.

Since the plan considers every member of the family, it necessarily needs the cooperation of the whole family. If children have tasks to do, they should be scheduled and planned for just as definitely as their mothers'. They must take their responsibility and learn to be helpful in many ways.

In planning her work, the "housekeeper" must not forget that she is also the "homemaker," and that each family life is interwoven with immaterial needs. Hospitality, well-planned and not too informal, cannot be left out of the scheme of family life.

So now that it is New Years, and everyone is making plans for the following year, let us not forget the Working Plan.

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