

Time, Money and Space in Your Kitchen

1. It's estimated that the average American wastes 216 pounds of food a year. (per rts.com)
2. An average family of 4 throws away \$1600 in produce a year. (per rts.com)
3. Efficient would mean the least outlay of resources, while effective is the best use of resources.
4. Routines and systems:
 - a. Systems are how we address the same types of tasks.
 - b. Routines are attached to certain times and events, may have components of many systems, are created through repetition to make the certain times and events run more smoothly.
 - i. Add anything that needs to be done every day.
 - ii. Make a point to do and finish routines every day.
 - iii. Organizing takes time but maintenance takes less.
 - iv. To maintain your kitchen, add 15 minutes of kitchen time once or twice a day.
5. Time and Money:
 - a. Time: Time and money are directly related.
 - b. My favorite time and money tip is menu planning
 - i. There are lots of resources out there – Google it! And Pinterest has hundreds of templates to download and boards to follow.
 - ii. Check the cabinets and freezer, plan your shopping.
 - iii. Look at schedule for the next week, note days that don't need a meal or need a special one.
 - iv. Hang the menu on the refrigerator and refer to it daily. Be as specific as you like. Check it the night before, to thaw frozen meats or start the crock pot.
 - v. Save the complicated meals for the weekend, or one regularly scheduled night per week.
 - vi. Laminate favorite recipes, keep near planning area
 - vii. You can try this for breakfast and lunch, too!
 - c. When you menu plan, you can plan your prep and leftovers:
 - i. Example: Dice all your veggies one day for the week.
 - ii. Plan uses for leftover chicken, turkey, ham, etc.
 - iii. Make extra everything to freeze.
 - iv. Make extra French toast / pancakes for breakfasts.
 - v. Cook once for a month, making extra and freezing.
 - vi. Organize a group – someone makes vats of chili, another cooks scads of chicken, etc.
 - vii. Cook Once, Serve Twice idea.
 - viii. Freezing: flat is best, then square then round.
 - a. Clean and prep food when you bring it home.
 - i. Cut large items into usable pieces and freeze the rest.
 - ii. Chop fruit and veggies, make them convenient to use.
 - iii. Make "convenience foods". Re-usable bowls of salad, crackers, chips, veggies, dip, etc.
 - iv. Larger snack items into single serving snack bags.
 - v. Use convenience foods occasionally: pre-cooked diced chicken, pre-cut salad, jarred sauces.
 - vi. Eating out:
 1. Can contribute to obesity: portion sizes, added fats, less attention paid to what we eat.
 2. Expense and loss of quality time with family.
 3. I'm all for eating out but don't rely on it for regular nutrition.
 - vii. Surprise Dinner Guests? Have one or 2 tried and true recipes, always have supplies on hand.
 - viii. Family meals?

1. Eat at the same time every day if possible.
2. Try to coordinate it so I'm not cooking 3 meals.
- ix. Get buy-in from your family.
 1. With any new idea, sell family on good points.
 2. Let family help, more likely to eat it!
 3. Everyone has a job to get the table set, and everyone clears their own dishes.
- b. Grocery Shopping:
 - i. Errands box / bag – together, ready to go. Coupons, bags, ads, returns, GCs, etc.
 - ii. Check your cabinets, then Pantry Shop for a week.
 - iii. Always use a list.
 1. Keep them from getting lost – in a calendar, planner, notebook, use brightly papers.
 2. Standardize them and make copies.
 3. Post one on the fridge, add to it as you go.
 4. Use it as both a shopping list and inventory.
 5. Go off list to stock up on deals for favorites.
 6. Be careful at warehouse clubs.
 7. Review the sale ads before you shop.
 8. Shop the same store (s) when you shop, organize your list according to store layouts.
 9. Shop multiple stores to save money, or shop the same store always and save time.
 10. Once you are at the store: Stick to the outside of the store, weigh pre-bagged produce
 - iv. Become an advertiser's worse nightmare.
 1. Store brands. And if you must buy national brands, wait for coupons / BOGOs.

- II. Clutter: So, what is clutter, specifically and what does it have to do with being organized? Clutter:
- a. Anything you don't need, use or value;
 - b. Clogs the gears of your home, career and schedule;
 - c. Clouds what we really do need, use and value and makes us feel overwhelmed and out of control.
 - d. By clearing clutter, we get to what is real and necessary, and we're left with a more real, manageable amount to organize.
 - e. Morgenstern's SPACE – some steps go together, often repeated: Sort, Purge, Assign Home, Containerize, Equalize.
 - f. First, clear your countertops, as much as possible.
 - i. Canisters – how often do you really use them?
 - ii. Appliances – 80/20 rule, no knick-knacks or cookbooks.
 - iii. Medicines / Supplements: together, away from kids and sunlight, off the counters.
 - iv. Papers: The kitchen is the heart of home, papers tend to collect there, establish a spot for active papers.
 - g. Sort and Purge:
 - i. Choose a destination for items before you start.
 - ii. Then ask yourself some questions: Face it – if you don't need / use / value it, it's clutter and needs to go.
 - iii. Easy criteria:
 1. Duplicates: Pick a home and stick with it
 2. Usefulness: Do I need this item? Does it bless my home? Is it useful? Do I want to care for it?
 3. Exceptions: seasonal, once a year items.
 4. Shelf life: Easy, objective, quantifiable.
 - iv. Sink Reflections – “the 27-fling Boogie”; regular purge of unneeded items, have system for purging.
 1. Trash day? Clean fridge regularly, check dates
 2. Go through your cabinets before you shop, combine or toss if necessary, etc.
 - h. Assign a Home: How and where to store what is left

- i. Everything needs a home. Assign a home and stick with it. Have a system for new items coming in.
 1. Store stuff where you need it.
 2. Zones: coffee, lunch making, baking prep, etc.
 3. Dishes:
 - a. Close to the dishwasher / sink.
 - b. Everyday within easy reach, and good / company can be further away.
 - c. Stack what can stack, like with like, and purge the stacks you don't use.
 - d. Set table when you unload the dishwasher or the dish drain.
- i. Containerize:
 - i. Shelves / Drawers: maximize the vertical.
 - ii. Stack what can be stacked, adjust your shelves, invest in stacking aids to utilize that vertical space.
 - iii. Double stack drawer organizers, use baskets, spice podium, etc.
- j. Equalize: Check it out in a month or two, see if it is still working for you, easier to maintain, etc.
- k. Bibliography:
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 - iv. David Allen, Getting Things Done
 - v. www.RealSimple.com