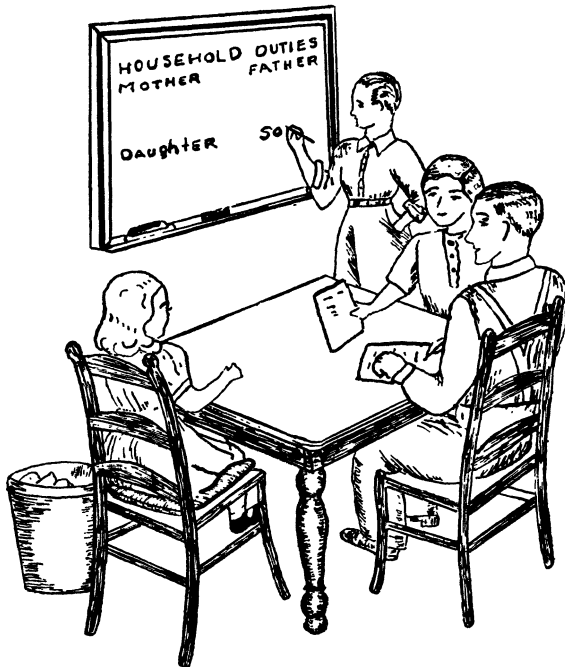


TIME MANAGEMENT



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(SAVING=TIME AND ENERGY)

Time management is one of the most important managerial phases of homemaking. Housekeeping is made up of many routine tasks requiring managerial ability as well as practice in skills. Too many homemakers go through the general routine of housekeeping without developing either of these phases.

The time spent in planning homemaking activities is very small in comparison to the amount of time used in doing these activities. Time and energy of the farm homemaker needs to be conserved for the best interests of our nation. Saving the time and energy of young women today is conducive to stronger future generations. Homemakers become so engrossed in the duties of homemaking that they often neglect making a plan to save their time and energy. Some homemakers have the innate ability to manage time successfully, but for most women this art is obtained through years of experience by the trial and error method. Many homemakers waste their energy and time in performing unimportant household tasks. The more work to be done, the more necessary it is to make a plan for accomplishing work in the least possible time. Regularity and system help to reduce time and energy cost of homemaking. There are many short cuts that should be used if homemakers desire to save time and energy. One important factor in saving time is to reduce the number of motions.

Too common is the expression, "I always have so much work to do that I cannot find time to do the things I would like to do." There are 24 hours in each day and probably will never be any more time. One difference between the successful homemaker and the unsuccessful homemaker may be due to the difference in the way she uses her 24 hours each day. A homemaker is unfair to herself when she permits her family to use all her time for their comfort and pleasure. Every homemaker needs some time to herself each day for planning her future, and developing her hobbies. Learning to spend one's time wisely is just as important as learning to spend one's money in a wise manner. The farm homemaker is usually her own manager, and the way she spends her time is greatly influenced by her ideals and her goals in life.

When the business man finds that there are leaks in expenditure of money, time, and energy, he immediately calls in an efficiency expert to check the leaks. When the homemaker works all day, and never gets through, she does nothing about it except to complain that woman's work is never done. The woman who does her work efficiently without expenditure of much energy and time is to be commended.

Time planning and saving is for a purpose. No life is balanced without time for engaging in worthwhile recreation, and developing happy family relationships. Time spent in developing the social side of family life or engaging in hobbies is just as beneficial as time spent in work.

One of the purposes of making a plan for better time management is to have more time for reading, recreation and happy family life. It is much better to be a homemaker than just a housekeeper. It is indeed a poor home that is held together by the broom, the sewing machine, and the cook stove. The goal of every homemaker is the achievement of a satisfactory home. She wants her husband, her children, and herself to be happy, useful, and successful citizens. Many men have made this statement, "My wife is an excellent housekeeper, but a poor homemaker." In spite of all that is said about the leisure of modern women, the homemaker on the farm still has plenty to do, but more and more farm women are planning their time to allow for "living" as well as for "working."

Posture and physical position have a direct relation upon conservation of human energy. It takes much more energy for doing work in stooped positions than when standing in an erect position. The same applies to sitting or walking positions. It takes less energy resting on a bed than sitting, less sitting than standing, and less standing than walking. Homemakers would probably feel less fatigued after the day's work if proper posture was maintained in doing various tasks about the house and yard or garden.

How Family Cooperation Saves the Homemaker's Time and Energy

There are many ways of saving the time of every homemaker, but first she must seek the cooperation of other family members if she is to accomplish her aims. It is unfair for one person to do all the work in the home. It would be well to have a simple schedule for each member of the household.

The family, as a group, should be responsible for performing some of the household tasks. Each member should be assigned special tasks and be allowed to work out good methods of doing his task. There is nothing more convenient for recording the family schedule than the family blackboard.

The picture shows a family blackboard suitable for the average home. The size useful in the home is 24"x27." This may be made of pressed wood. The edges are bound with a molding as used on window facings. Miter all the corners. Use finishing nails for attaching the molding to the wood. Two coats of blackboard paint may be applied to the pressed wood on the smooth side. Allow the first coat to dry before the second coat is applied. This gives a nice smooth finish and can be used for writing purposes. The board may be hung on the wall or built on a stand.

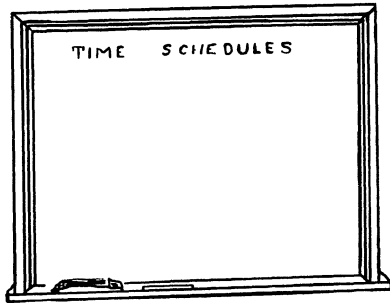


Fig. 1.—Family Blackboard

A few hints given below may be of help in saving time of the homemaker.

I. Duties of Family Members:

1. Hanging the face towel on the rack after use instead of hanging it on a table or a chair.
2. Washing hands well with soap and water before drying saves laundering a great number of towels.
3. Placing soiled clothing in closet or in clothes hamper rather than on floor or behind closet door.
4. Men members of the family cleaning and putting away shaving equipment after each use.
5. Emptying sand from work shoes on outside of house rather than on rug or floor.
6. Each member of the family getting out clean clothing when needed.
7. Hanging clothing on racks or hooks when removed from the body.
8. Putting away sleeping garments each morning.
9. Children packing school lunches each morning. Older children may pack lunches for younger children to save mother's time.

10. Having a place for school books, and each child being responsible for putting away his books when not in use.
11. Each member of family clean wash pan or lavatory after use.
12. Every family member cleaning the bath tub after each use saves time in the general cleaning process.
13. Hanging the bath mat on tub or rack after each use.
14. Placing wraps, caps, hats and gloves away when not in use.
15. Each member of the family setting his chair against the wall after meals.
16. Folding napkins correctly and placing them on dining table after each meal.
17. Older children dressing the hair of younger children in the morning before going to school.
18. Every member of family being responsible for shining his own shoes. Older children may shine shoes of younger children.
19. Throwing used papers into the waste basket instead of throwing them on the floor or into the yard.
20. Cleaning muddy shoes before entering the house to save so much floor cleaning.
21. Each occupant of bed being responsible for the preparation of his or her bed before retiring.
22. If extra covers are needed for beds, each member may secure his own from the bedding closet.
23. Putting the daily newspaper on the table, in the magazine rack or newspaper rack after each use saves mother picking it up from the floor several times daily.
24. Emptying smoking pipes and cigarette ashes into trays rather than on the floor, saves time in cleaning.
25. Each child being responsible for putting away his toys and games or other play equipment after use.
26. Older children assisting younger children in dressing and undressing themselves.
27. Each member of the family putting away his toothbrush after use.
28. Children performing tasks without being constantly reminded saves the homemaker's energy. Mother doing the work for the children rather than seeing that they do it, is not saving her time and energy, and neither is it teaching children to work.
29. The family leaving the living room in order upon retiring at night saves much time in cleaning each morning.

How Household Conveniences Save Time and Energy of the Homemaker

There are many household conveniences that reduce the expenditure of time and energy for the homemaker. Some conveniences are expensive, and others may be secured at a minimum cost. The homemaker who plans to economize on time by having equipment that reduces the amount of her energy expenditure is considered wise.

In olden days the housekeeper who was everlastingly on her job, who worked from sunrise until sunset and then tackled her sewing in the evening was held up as a shining light, but not so today. The modern homemaker, of this year, is the woman who secures labor saving equipment and works with such judgment and skill that she does not have to work all day.

I. Some Time and Energy Saving Conveniences are as follows:

1. A vacuum sweeper or carpet sweeper saves time and energy in cleaning rugs. Sweeping the rug with a broom is a task that requires much energy.
2. Having a well constructed wood box on casters saves carrying several loads of wood across the kitchen. A wood box built into the outside wall saves many steps, and less time is used in cleaning the floor than when fuel is piled in one corner of the room.
3. A mechanical refrigerator does not require as much care as a refrigerator which has to be iced from time to time.
4. Foods can be cooked or canned in much less time with a pressure cooker than by the open kettle method.
5. Kitchen working surfaces covered with metal or linoleum require less time for cleaning than those covered with oilcloth or those with no covering.
6. A wheel tray or a small kitchen table equipped with casters is a time saver.
7. A covered garbage pail with a foot lever requires less time and energy to operate than one with a top, which must be removed by hand.
8. A tool kit or chest equipped with necessary tools for making repairs about the house saves time in looking for equipment scattered in various places.
9. The stepladder stool in the kitchen is always convenient in securing articles from high shelves as well as providing a comfortable place to sit while doing the kitchen work.

10. An electric or gasoline iron does the weekly ironing in much less time than the old-fashioned flat iron.
11. Washing machines are both time and energy savers by substituting machine power for human power.
12. A medicine cabinet filled with medical and first aid supplies saves time in looking for various bottles sitting on shelves about the house.
13. A cleaning closet centrally located is convenient for storing necessary cleaning equipment, rather than hunting for the broom, which might be found behind any door of the house. Much valuable time is wasted in looking for cleaning equipment.
14. An electric machine saves more energy than a machine operated by the foot.
15. Movable wash tubs placed on racks adjusted to the height of the worker saves much energy.
16. Adequate storage closets for clothing, household linens, bedding, and kitchen equipment are both a time and energy saver. A place for everything and everything in its place is a great time saver for the homemaker.
17. A storage place for yard equipment saves looking for the rake or hoe which may be found in the garden.
18. Running water, and a kitchen sink are both valuable in saving time and energy of the homemaker.
19. It does not require as much time to care for electric lights as for other types of lighting available for homes.
20. Selecting furnishings and equipment in the home which are easily cleaned saves time and energy while doing house cleaning.
21. A self-wringing mop takes less time and energy to use than the old-fashioned hand-wringing type.
22. A business cabinet in the kitchen provides a place for storing bills, receipts and account records so that time and energy will not be wasted in looking for these in various places.
23. A built-in ironing board with a cabinet for storing the iron is a great time and energy saver.
24. Tables and other working surfaces adjusted to the correct height for the worker save energy in doing kitchen work.

How to Save Time in Washing Dishes

Dishwashing may become a drudgery or a pleasure according to the methods used. Drudgery in dishwashing is usually the result of poor management. Doing any task requires the use of the best methods in order to accomplish the task in the least time and with the least waste of energy to get the best results. There are three points to consider in doing most household tasks. First, there is usually one best way of doing a job and this can be discovered by experience. Second, this one best way requires speed and system to reduce fatigue to the lowest point. Third, the one best way requires suitable tools to accomplish the task with the least expenditure of time and energy.

It is well to standardize the task of dishwashing so that it may be done in the most effective way with very little thought. There are three steps in dishwashing. These are: preparing for the task, doing it, and clearing away. The methods used in dish washing may influence the health of the family to a very great extent. Clean dishes and clean utensils are conducive to clean foods, and clean food is necessary for the health of a family.

Since equipment and conveniences are different in every kitchen, no set of rules can be offered for dishwashing, but general suggestions are often helpful. Select dishes for the kitchen and dining room which are easily cleaned. Dishes without raised designs, rough edges, creases or deep corners are more easily cleaned than dishes with raised elaborate designs. Choose kitchen utensils of smooth material without raised designs or creases. Handles should be attached so there will be no places where dirt may collect.

Much time is saved in dish washing if cooking utensils and mixing equipment are put to soak as soon as they are emptied. Soaking or rinsing equipment in cold water, egg beaters, potato mashers, and equipment where milk, eggs, cereals and dough have been used saves time in washing. Soaking all dishes in hot water which have had sugar, syrup or grease makes them clean in less time. It saves time to heat the water for washing the dishes while the meal is being served.

Much time can be saved if the homemaker has the proper equipment needed for clearing the table, washing and drying the dishes and putting them away.

I. Time Saving Equipment and Materials Needed in Washing are Suggested Below:

1. Wheel tray with two shelves or a small kitchen table with casters.
2. Rubber dish scraper.
3. Two dish pans.
4. Soap shaker.
5. Drain boards on both sides of sink.
6. Dish drainer stored at dishwashing center.
7. Plenty of hot water.
8. Small pitcher for pouring hot water over dishes.
9. Steel wool for cleaning pots and pans.
10. Towel rack placed near dishwashing center.
11. Covered garbage pail.
12. Bottle brush.
13. Scrub brush for sink.
14. Clean dish cloth, dish towels, and hand towels stored near the place dishes are washed.
15. Scouring powders.
16. Ample cupboard space for storing dishes.
17. Good soap flakes or soap jelly.
18. A small cupboard above sink for storing dishwashing supplies saves time.
19. A high stool to sit on while washing the dishes.
20. Dish mop.

II. Clearing Dishes From Eating Table In the Least Possible Time is Recommended as Follows:

1. Pour remaining liquids from glasses into a pitcher.
2. Place glasses side by side at one end of wheel tray or a small movable kitchen table.
3. Stand at side of table and collect silverware from each cover, place on a tray or large plate, then place the tray next to the glasses on a wheel tray. It saves time if each member of the family passes his dishes to the homemaker at the end of each meal. Sorting knives, forks and spoons saves unnecessary scratching and makes dishwashing easier.
4. Remove remaining liquids from cups, then stack cups and saucers next to silverware on the wheel tray.
5. Scrape all foods with rubber dish scraper from salad plates, then stack these and place next to cups and saucers on the wheel tray.

6. Scrape all foods from plates using dish scraper, and stack at opposite end of wheel tray.
7. Last, remove all dishes containing foods to the proper storage place. Perishable foods should be stored in the refrigerator, cakes in the cake box, and bread in the bread box.

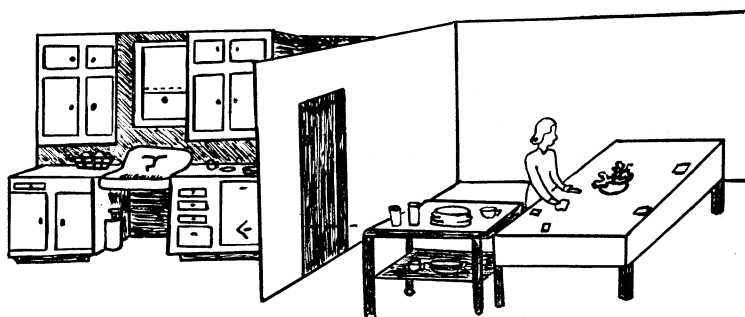


Fig. 2.—Saving Time and Energy in Dish Washing

III. Washing Dishes in Logical Order to Save Time and Energy is Advocated as Follows:

1. Prepare a dish pan or a sink of warm soapy water.
2. Place soap in shaker and shake well, making about a 2-inch suds on top of water.
3. Put the dish drainer in another dish pan or on drain board at the left.
4. Move the wheel tray of used dishes near the drain board at right of sink or kitchen table, if dishes are washed on the kitchen table. If a wheel tray or table is not available, a hand tray may be used for transferring the used dishes to the dishwashing center.
5. Wash dishes in order of placement on wheel tray; that is, glassware, silverware, cups and saucers and plates. Time is wasted in washing dishes if too many dishes are piled in the pan at once.
6. Work from right to left, if person is right handed.
7. Scald dishes with boiling water. The water should strike all the dishes on both top and bottom.
8. Wipe the glassware and the silverware with a clean dish towel. Change as often as the towels become water soaked.

9. China, which has been washed well and scalded, need not be dried. It is wasted time to dry clean dishes.
10. Wash pots and pans, which have been previously soaked and scald well with boiling water. Wash teapots and coffeepots without soap to prevent giving an unpleasant flavor to the tea or coffee. Soak coffeepots and teapots with hot water occasionally.

IV. Storing Dishes to Save Time:

1. Stacking dishes in the cupboard nearest where they are to be used saves much walking. If the dishes are not stored near where they are washed, the wheel tray should be used for transferring the dishes to the cupboard at one trip.
2. Store pots and pans nearest where they will be used.

How to Save Time in Bed Making

Much time and energy is wasted in bed making. Too often the homemaker walks from one side of the bed to the other several times during the process of bed making. Time can be saved in bed making by using correct methods. The bed may be "spread up" every day of the week except one, and then it should be made according to the suggestions given in II below. The methods given will save time and energy in making the bed.

I. "Daily Spread Up":

1. Push covers to the foot of the bed when arising in the morning, so body heat will be removed by the time one is ready to make the bed.
2. Remove pillows to a chair near the bed. The pillows are much softer if shaken and patted during the process.
3. Straighten mattress protector, and bottom sheet. Then pull top sheet and blankets to the top of the bed so each fits smoothly. The spread, which had been removed for sleeping, should be placed on top of blanket. This may be done while standing on one side of the bed.
4. Fold sheet over top of blanket to prevent it becoming soiled. This would not be necessary if a blanket protector was used.
5. Fold spread back toward foot of bed, and place a pillow on the fold.

6. Move to the opposite side of bed and finish making the bed using the same process as suggested above.

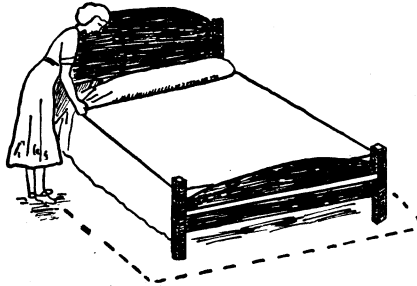


Fig. 3.—“Daily Spread Up”

II. Steps in Weekly Bed Making:

1. Place two chairs back to back about two feet apart and far enough from the bed to allow space for walking between them and the bed.
2. Arrange the clean linen in order of use, and place it on one of the chairs.
3. Place the pillows on the seat of the other chair. Take one of the soiled pillow cases and hang on the top knob of one of the chairs. This slip may serve as a laundry bag for all the soiled linen removed from the bed.
4. Fold the spread in its original creases, and hang it over the back of the chair so it will not be crushed.
5. Loosen all the bedding by inserting the hand under the mattress, and pulling out the lower sheet all around the bed. Do this without lifting the mattress off the springs. Step I.

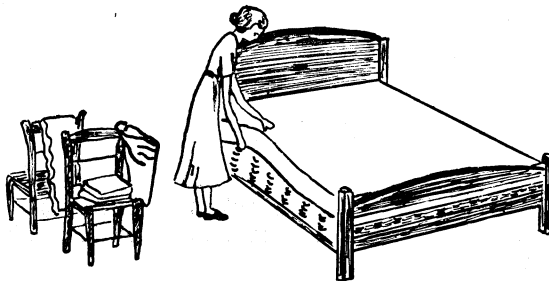


Fig. 4.—Step I—Removing Bedding

6. Remove the lower sheet and place it in the laundry bag.

7. Fold the mattress pad and place it on the back of the chair.
8. Turn the mattress from head to foot, and to the reverse side, alternating weeks. Step II.

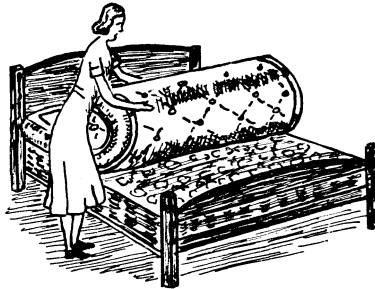


Fig .6.—Step II—Turning Mattress

9. Place the mattress protector upon the mattress with all the edges and corners square and true. Step III.
10. Place the clean sheet straight on the bed with the center even with the center of the bed letting the wide hem with right side up extend eight or ten inches beyond the mattress at the head of the bed.

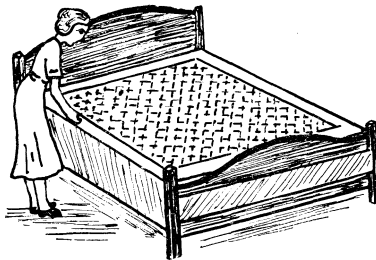


Fig. 6.—Step III—Placing Mattress Protector

11. Tuck the hem in so the mattress will be covered from above by about four to six inches of the sheet.
12. Miter the corners at both head and foot of the bed as shown by picture. Step IV.
13. Starting at the corner at the head of the bed, push the sheet under the mattress on one side and at the foot of the bed.

14. Place the top sheet with the wide hem right side down at the head of the bed. The upper line of the sheet should be on line with the upper rim of the mattress.

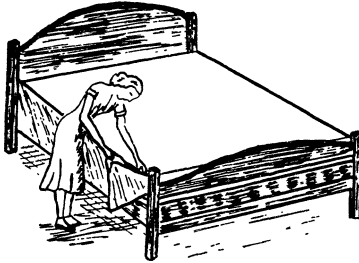


Fig. 7.—Step IV—Mitering Corners

15. Put blanket or extra covers on the bed with the top line about eight inches from the top of the mattress. Let extra covers extend over the foot of the bed as far as it will. Miter the corners loosely in envelope fashion.
16. Place the spread on the bed with its top edge about four inches above the extra covers and miter corners at the foot of the bed.
17. At the top of the bed turn the spread back towards foot just far enough that the pillows will extend about two inches over the spread when placed in position.

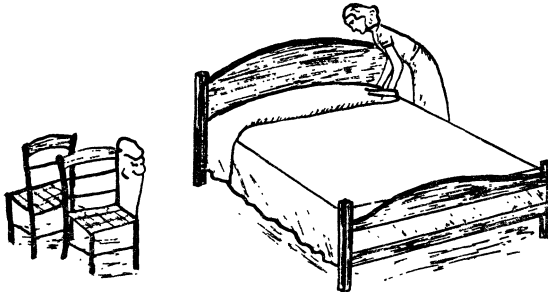


Fig. 8.—Step V—The Finished Bed

18. Put pillows into fresh pillow cases by laying the case upon the bed or chair and grasping the two corners of the pillow gently inserting it into the case.
19. Smooth and flatten the pillows, and place them upon the bed in flat position.
20. Fold the spread over the pillows neatly. The spread should form an even line on all sides.

21. Go to the other side of the bed and finish making it according to the directions above. This prevents moving from one side of the bed to the other more than one time, thus saving much time and energy.
22. Fold extra blankets neatly and place at foot of bed or in bedding closet as desired.

SAVING TIME AND ENERGY IN DOING LAUNDRY WORK

A great deal of valuable time is wasted in doing the weekly laundry. Many women set aside a day each week for doing the laundry, and use the entire day instead of planning to use as little time as possible. If it is difficult to do the work in less than a day, make a check on yourself to see if you are using the best methods, and if time is being wasted by needless repetitions. If time and energy are being wasted, plan to use better methods. When time has been saved in using better methods, develop skill by doing the task the same way. Laundry work is heavy work and requires from 100-200 percent more energy than when resting. The use of proper equipment, well arranged and adjusted to the height of the worker, aids in making the weekly laundry an easier task.

Saving Energy When Washing



Fig. 8—Good Posture
Tub correct height

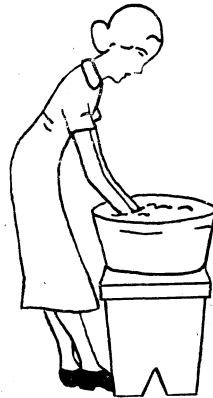


Fig. 8a.—Poor Posture
Tub too low

I. Hints on Saving Time and Energy in Washing Clothes.

1. Soaking clothes 15 to 20 minutes requires less time and motor power for cleaning than clothes that have not been soaked.
2. Stains can be removed in less time before washing than after washing.
3. A table of the correct height for the worker to use in sorting and sprinkling clothes requires less energy than on the floor.
4. Soap jelly cleans clothes more quickly than bar soap.
5. Soft water cleans clothes in much less time than hard water.
6. Keeping clothes in order as sorted during washing and drying saves time in re-sorting after they are laundered.
7. A clothes pin bag attached to the line is more convenient, and requires less energy than reaching to the ground for every clothes pin needed.
8. A clothes wringer uses less time and energy than wringing clothes by hand. A hand power wringer uses 60 percent more energy than any other method.
9. All supplies assembled in a laundry cupboard requires less time than collecting supplies from all parts of the house on laundry day.

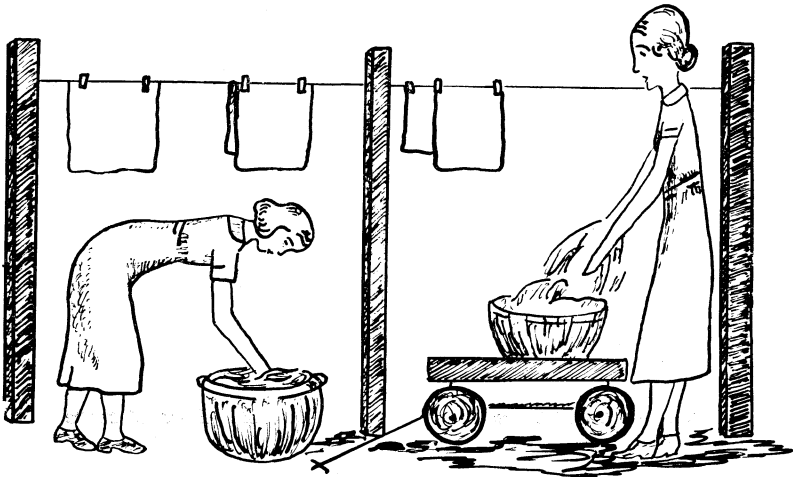
Hanging Clothes on Line

Fig. 9.—Poor Method

Fig. 9a.—Saving Energy

10. It requires less energy to move clothes about in or under the water than the common method of pulling heavy, wet clothes up and down above the water. Cleaning is done by forcing water through the clothes in the process of moving them about in the water.
11. It takes about 75 percent more energy to hang clothes from a basket sitting on the floor than when the basket is placed on a wheeled table or a child's steel wagon.

III. Saving Energy While Ironing

1. Less energy is used at a high ironing board than is used at an ironing board adjusted to the height of the individual as less energy is exerted in pressing the iron upon the board.
2. Sitting on a chair while ironing requires 24 percent less energy than is required to iron while standing. Sitting on a stool while ironing requires 18 percent less energy than is required to iron while standing.
3. Turning the iron on its side when not in actual use saves 15 percent more energy than to lift the iron to a stand or to turn it on its heel rest.

Conserving Energy on Ironing Day

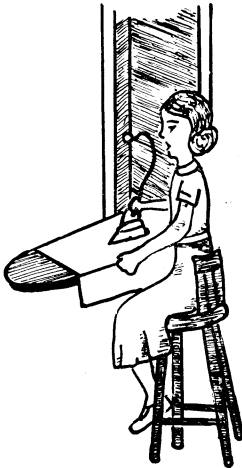


Fig. 10.—Sitting is more restful

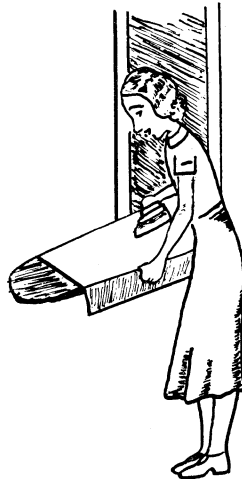


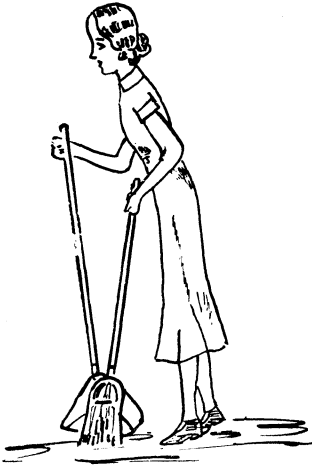
Fig. 10a.—Standing is wasting energy

CONSERVING TIME AND ENERGY IN HOUSE CLEANING

House cleaning is one of the most difficult tasks the homemaker has to perform. So many awkward movements are made that a great deal more energy is used than was expected, and for this reason house cleaning has often been looked upon as a drudgery.

In sweeping the floors less energy is required and less dirt raised if the homemaker sweeps with the plank rather than across the plank.

A long-handle dust pan requires less energy in removing dirt from the floor than the short-handle type.

Long-handle Dust Pans Save Time and Energy

**Fig. 11.—Good Posture
conserving energy**



**Fig. 11a.—Wasted Energy
Short-handle dust pan**

When cleaning the floor, the homemaker destroys much valuable energy by getting down on her knees and scrubbing the floor with a cloth. It is much better to use a long-handle mop.



Fig. 12.—Correct Posture saves energy

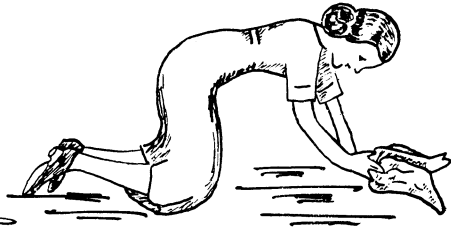


Fig. 12a.—Destroying valuable energy

Self-wringing Mops Save Time and Energy of the Homemaker

A self-wringing mop saves stooping over to wring the mop with the hand.



Fig. 13.—Good Posture for mopping floors



Fig. 13a.—Poor Posture Wasting energy

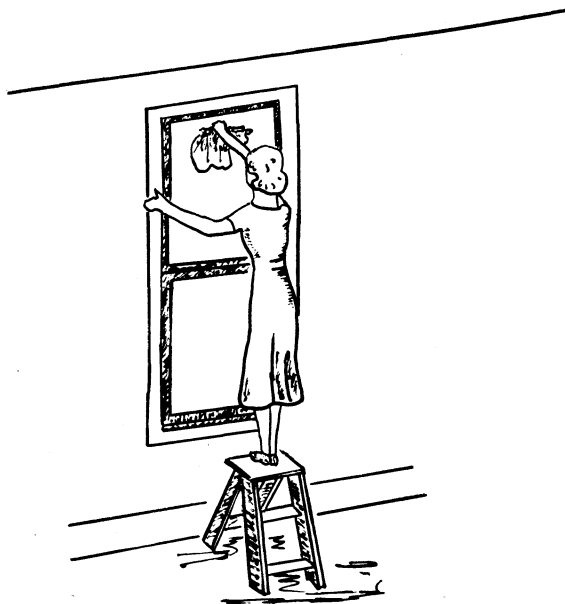


Fig. 14.—Window Cleaning Convenience

A stepladder is very convenient in conserving energy while cleaning walls, woodwork, windows, and shelves in high cupboards.

A clothes closet can be cleaned in less time and in a more efficient manner if all articles of clothing are first removed before the cleaning is begun.

How to Save Time and Energy in Doing Kitchen Work

More time and energy are wasted in doing work in the kitchen than perhaps any other task. Very poor methods and skills are practiced by many homemakers. One reason is because women do not plan their work nor think of how a task might be done using less energy. Having the working surfaces adjusted to the proper height for the worker saves much energy. The position of the body while working influences the amount of energy required to do a task in the kitchen.

It takes 50 percent more energy for paring potatoes than for resting. Paring potatoes while sitting on a comfortable kitchen chair requires seven percent less energy than when standing to do the task.

Beating mixtures of about the consistency of cake batter requires 50 percent more energy than when resting on a bed. Kneading bread dough is a very heavy task. This process requires 115 percent more energy than when resting.

It takes much more time and energy to look into an oven that is too low than one that is of the proper height. If the oven cannot be adjusted, less energy will be used if the worker stands with one foot slightly advanced, then sinks down, keeping a straight line down through the thigh, knee, and ankle joints. The same method should be used for picking up a pail of water, or other heavy objects, if energy is to be conserved.

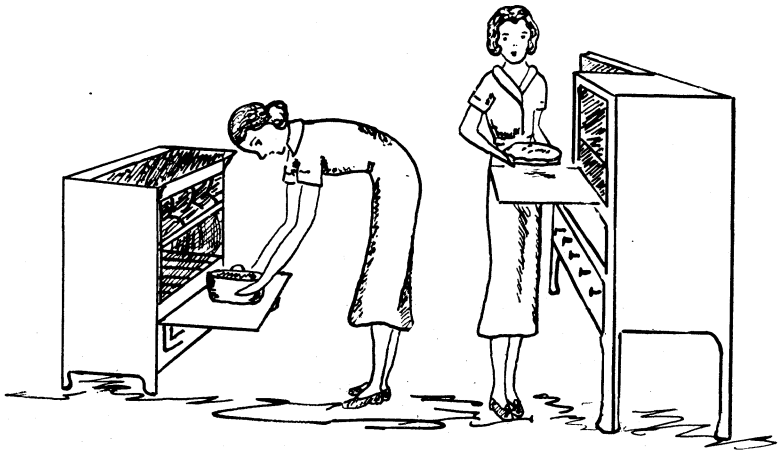


Fig. 15.—Oven too low

Fig. 15a.—Oven correct height

When preparing meals, much time and energy can be saved if all materials are assembled before starting the preparation. Taking a tray to the refrigerator to get all materials needed for a recipe at one trip saves time, steps and ice. Bringing a week's food supply from the basement at one trip saves much time and energy in walking up and down the steps.

Sitting to do long mixing jobs saves more energy than standing. The homemaker should sit to prepare fruits and vegetables for canning. Cutting fat for making lard and grinding sausage can be done with less energy while sitting than when standing.

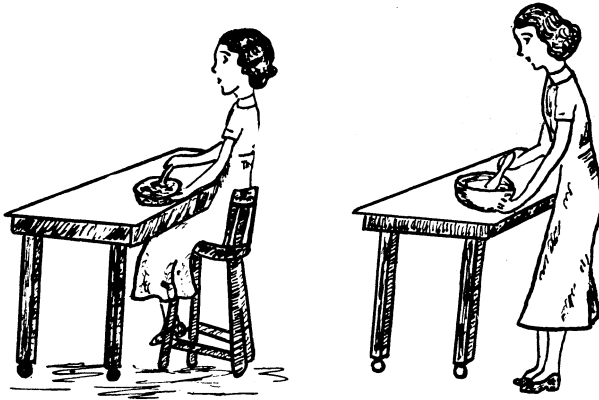


Fig.16.—Sitting While Working Saves Energy

Preparing vegetables, such as shelling peas and stringing beans, should be done in a sitting position if the greatest amount of energy is to be conserved. Always sit to do the churning.

HOW TO BUDGET TIME EFFECTIVELY

A plan of work is valuable in helping the homemaker to know whether or not she is making the best use of her time and energy. It gives her a chance to check on her methods for doing work and the efficiency of her plans.

The plan of work and a time schedule will vary in every household because of the difference in personnel of its members. The number of tasks to be done, and the type of equipment also influence the plan.

It is necessary to have a written plan at first in order to know the number of tasks to be accomplished in one day and the time it takes to do each task. It is well to make a plan of work for each task to be studied; make a record of the time it takes to do the task, then study improved practices and record the time again.

Rest periods should be planned in the schedule as well as time for work periods. Homemakers have been slow in realizing the value of rest periods, but in the manufacturing industry rest periods are a paying proposition. It is better for the homemaker to plan and use rest periods before she is

forced to do so. A rested homemaker can do her tasks in less time and with fewer mistakes than the tired homemaker. It is well to alternate heavy and light tasks with each other.

There is a need of planning for interruptions in the day's schedule for they are sure to come. Some of the interruptions which might naturally be expected are telephone calls, rural carrier delivering insured packages, visits by the neighbors, agents, family interruptions and unexpected duties on the farm.

Many interruptions can be overcome by following a plan. Interruptions by the family may be overcome through family cooperation. Interruptions can be partially eliminated by having "elasticity periods" in schedules. If the task of dishwashing is interrupted by a caller, and the next duty is putting the vegetables on the stove to cook, then it would be better to leave the dishes until one of the elastic periods rather than interrupt the whole day's plan.

After a time schedule has been made, it should be analyzed to find if time has been well proportioned, or if too much time has been allowed for minor household tasks and not enough for the major phases of homemaking.

A plan of work must be followed if it is to be of value. The schedule should merely be used as a guide and not let it become a burden. The written plan may be followed until habits are established; then it becomes an unwritten plan which is a part of the family's daily routine.

A plan should be checked and revised until it is workable for all members of the family.

I. Hints on Making Time Schedules:

A. Make a list of daily tasks that must be done.

1. Preparing and serving two or three meals each day.
2. Clearing the table and washing dishes.
3. Cleaning the house.
4. Care of poultry.
5. Baking.
6. Care of milk and butter.
7. Personal care of self.
8. Care of fires during winter months.
9. Supervision of children.
10. Care of potted plants.
11. Making plans for work and leisure.
12. Other outside work.

B. List of Weekly Jobs To Be Done:

1. Washing.
2. Ironing and mending and storing clean clothes.
3. Cleaning and pressing.
4. Shopping.
5. Baking.
6. Correspondence.
7. Weekly planning.

C. Seasonal Jobs To Be Done:

1. Garden work.
2. Canning, preserving and storing foods.
3. Storing winter and summer clothes.
4. Washing and storing bed covers.
5. House repair.
6. Cleaning and storing window draperies.
7. Care of flowers in yard.
8. Farm work.
9. Sewing.

D. Items in Caring For Self:

1. Sleep at night.
2. Rest and relaxation periods during day.
3. Eating.
4. Dressing.
5. Care of hands, face, hair, and teeth.
6. Bathing.

E. Time Needed For Various Leisure Activities:

1. Club meetings.
2. School, church, and civic engagements.
3. Play with children.
4. Cultivating a hobby.
5. Music and reading.
6. Handwork, art and crafts.
7. Sports, as swimming, croquet, and picnic.
8. Companionship with husband.
9. Time for which nothing is definitely planned.
10. Vacations.
11. Entertainment of guests and relatives.

II. Example of a Daily Schedule For The Homemaker:**Morning—**

- 6:00- 6:15 Rise, dress and personal care.
6:15- 7:00 Prepare and serve breakfast.

- 7:00- 7:15 Clean living room.
- 7:15- 7:45 Care of chickens or cows.
- 7:45- 8:15 Wash dishes and clean the kitchen.
- 8:15- 9:00 Clean house and help children prepare for school.
- 9:00-10:30 General Work—Garden, Yard or Farm.
 - a. Monday—Laundry.
 - b. Tuesday—Ironing.
 - c. Wednesday—Yard care.
 - d. Thursday—Garden work or Canning.
 - e. Friday—House cleaning.
 - f. Saturday—Baking—Make plan of work for coming week.
 - g. Sunday—Prepare dinner—11:00-12:00 Church.

10:30-12:00 Prepare Dinner.

Noon—

12:00-12:45 Serve dinner.

12:45- 1:00 Wash dishes.

Afternoon—

1:00- 2:00 Relaxation as sleeping, reading, and music.

2:00- 5:00 General work or Social Activities.

- a. Monday—Club meetings.
- b. Tuesday—Cleaning, pressing, mending, sewing or storing clothes.
- c. Wednesday—Farm or other work.
- d. Thursday—Farm or other work.
- e. Friday—Handwork, crafts or a hobby.
- f. Saturday—Shopping and marketing.

Evening—

6:00 -6:30 Serve supper.

6:30- 6:45 Wash dishes.

6:45- 7:00 Nothing planned.

7:00- 9:00 Living with family.

Night—

9:00- 9:30 Personal Care.

9:30- 6:00 Sleep.

III. Example of a Time Schedule for Mother With Three Children:

Morning—

- 6:00—Arise, dress self, personal care.
- 6:15—Feed baby.
- 6:30—Prepare and serve breakfast.
- 7:00—Supervise dressing of children.
- 7:15—Breakfast for children.
- 7:30—Wash dishes—Oldest child assisting.
- 7:45—Care of chickens—children pack school lunch.
- 8:00—Clean house, oldest child make beds.
- 8:15—Get children ready for school.
- 8:45—Bathe baby.
- 9:00—General work.
- 10:00—Feed baby.
- 10:30—Preparation of dinner.
- 11:00—Put baby to bed.
- 12:00—Serve dinner.

Afternoon—

- 1:00—Wash dishes and rest.
- 2:00—Feed baby.
- 2:15—Work—Indoor or outdoor.
- 5:30—Prepare supper, children help with chores.
- 6:00—Supper for family, feed baby.
- 6:30—Put baby to bed .
- 6:45—Washing dishes—older children helping.
- 7:00—Companionship with family.
- 8:00—Put older children to bed.
- 9:00—Retire.

The Farm Homemaker's Twenty-Four Hours

(Average daily time expenditure of 642 homemakers living in 26 states)

WORK	AVERAGE TIME	MY TIME(fill in)
Preparing and clearing away meals	3 hrs. 17 min.	-----
Cleaning and care of house	1 hr. 23 min.	-----
Laundering	47 min.	-----
Mending and sewing	48 min.	-----
Care of family	31 min.	-----
Other home making	37 min.	-----
Farm and other work	1 hr. 24 min.	-----
Total - - -	8 hrs. 47 min.	-----

<i>SLEEP AND PERSONAL CARE</i>	AVERAGE TIME	MY TIME (fill in)
Sleep and rest	8 hrs. 47 min.
Eating meals	1 hr. 19 min.
Dressing and other personal care ..	50 min.
Total - - -		10 hrs. 56 min.

<i>LEISURE TIME</i>	AVERAGE TIME	MY TIME (fill in)
Informal social life.....	1 hr. 1 min
Reading	58 min.
Meetings, church, community work	38 min.
Other leisure activities.....	1 hr. 19 min.
Total - - -		3 hrs. 56 min.

ACTIVITIES NOT CLEARLY
 REPORTED 21 min.

TOTAL - - - 24 hrs.

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