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University of Arizona College of Agriculture EXTENSION SERVICE

E. P. TAYLOR, DIRECTOR
TUCSON, ARIZONA

THE HOUSEKEEPER'S SCHEDULE

BY

EDITH C. SALISBURY, Home Demonstration Agent,
Extension Service and U. S. Department of Agriculture.

A Definite Plan for Daily Work Will Increase Efficiency

The efficient home maker has a definite plan of work for each day in the week. In order to be a successful plan, it must be arranged so as to permit an occasional emergency to arise without disturbing her mental equilibrium or the comfort of her family. It must allow for sufficient time to accomplish each piece of work satisfactorily without squandering effort and there should be a definite time for recreation. This means that the housekeeper must give thought to the way in which she performs even the ordinary daily tasks that she may know she is not wasting time in useless effort and that every working minute is made to show results.

The woman who teaches, who is engaged in business, or who follows any pursuit outside the home knows how essential to success it is that each day's work be outlined and that each hour be accounted for in the day's program. So far as possible the same business principle should be observed in home making. That it is not is one reason why so many housekeepers claim their work is never done, that they can seldom look back over a day and feel that its duties have been entirely accomplished.

Division of a Home Maker's Day

Many women assert that the eight-hour law can not be applied to housekeeping. Have they tried it? Have they calculated the amount of time they actually spend from day to day in the hardest part of their housework? Eight hours of work does not mean that one should spend another eight hours in idleness. It means, rather, that after spending one-third of the day in hard work, one-third more should be occupied with work of a different character, some occupation that will require a different set of muscles and a different line of thought. Such an arrangement will be more beneficial to mind and body than idleness or misdirected effort.

The following division of a home maker's day permits of healthful occupation and sufficient time for rest:

Work	8 hours.
Sleep	8 hours
Meals	2 hours
Dressing	1 hour
Sewing and reading	4 hours
Recreation	1 hour

The two hours for meals will be divided into three periods of 40 minutes each, which will be consumed in partaking of the meals and may include as well the time required to set the table, though not the time spent in preparing the meal. It would be better for the health of the average American family if food were eaten more slowly and more time were spent in the pleasant social intercourse that should form an important adjunct to every meal.

Tentative Work Schedule

It would be impossible to arrange a schedule of work that would be equally applicable to every home. Conditions vary; the importance of one piece of work is greater in one household than another. But always it is possible to have a definite plan of work, to know from day to day and from week to week the line of operation that is most suitable to one's home. The following schedule is merely suggestive. The housewife may not be able to follow it in its entirety, but it may serve as a basis for the plan that will be workable in her home.

MONDAY--

- Routine duties.
- Tidying living rooms.
- Cleaning refrigerators and food cupboards.
- Preparation for wash day.

TUESDAY—

- Routine duties.
- Wash day.
- Folding clothes for ironing.

WEDNESDAY—

- Routine duties.
- Ironing.
- Baking.

THURSDAY—

- Routine duties.
- Afternoon free for social calls, club work, and shopping.

FRIDAY—

- Routine duties.
- General sweeping and dusting in living rooms, and bedrooms.

SATURDAY—

- Cleaning kitchen, porches, etc.
- Preparing for Sunday meals.

In this schedule Monday is not wash day for the reason that in the average farm home the living rooms are used more on Sunday than on other days. It is the day of rest, the men are at home, the family together. In consequence, books, papers, magazines, and all the furnishings of the living rooms have been used more freely; there will be extra "tidying" to do on Monday.

The modern housekeeper has learned, also, that washing is easier if there is preparation for it in the way of removing stains, sorting and soaking white articles, "setting colors," etc., the day before. This part of the laundry work is better done on Monday.

This schedule also allows for the thorough cleaning of one room each week. In a four-room house this means that the entire house will be thoroughly cleaned once a month; in an eight-room house, once in two months, thus making unnecessary the annual or semi-annual siege of housecleaning.

Daily Routine Duties

It is the ordinary tasks which consume the largest part of the housekeeper's time. It is these tasks, recurring every day, to which she must give especial attention for a short time in order to make sure that in the performance of them she is not wasting time and effort. This is prevented by studying carefully the mechanical part of the task, making sure she has the essential equipment to accomplish the work in the shortest time and that she is using the equipment to the best advantage. The ordinary routine duties in the average farm home include the following:

1. Preparing and serving three meals (cooking includes at least one hot dish each meal).
2. Washing dishes (care of sink, work tables, and stove).
3. Care of children (dressing, feeding, and putting up school lunches).
4. Care of perishable food (meat, milk, fresh vegetables and fruit).
5. Daily care of living rooms ("picking up").
6. Daily care of bedrooms (airing, making beds, putting away soiled clothing, washing toilet utensils).
7. Care of poultry (feeding, watering, gathering eggs).
8. Care of flowers.

Tentative Schedule for Routine Duties

It is impractical to do more than suggest a tentative plan for the routine duties in any home. So many details enter into the daily life of the home maker, and so many interruptions constantly occur to disturb the prearranged plan that the woman who attempts one is likely to become discouraged and give it up entirely. The value of any practical schedule is that it is sufficiently flexible to permit of interruptions and still remain a reliable guide for the busy housekeeper who wants to expend her time and energies to the best advantage.

The appended schedule is merely suggestive of the division of time which under ordinary circumstances should be allowed for the daily routine duties in the average farm home. When there is more than one pair of hands to do the work, it will be possible to accomplish more in the stated time. For instance, if the home maker has one or two daughters old enough to assist her, or if she employs help, the work which it will be possible to accomplish between the hours of seven and nine in the morning, or in any other stated period if time, should be considerably greater in amount and variety than is suggested in the sample schedule which is here outlined:

MORNING

5 to 5:30—Dressing

5:30 to 6:30—Preparing and serving breakfast

6:30 to 7:00—Caring for milk in the home, feeding poultry, etc.

7:00 to 9:00—Dressing the small children, putting up school luncheons, washing breakfast dishes.

9:00 to 10:00—Daily care of living and bed rooms

10:00 to 11:00—Special work or lighter duties, including 20 minutes for rest.

11:00 to 12:00—Preparing dinner.

AFTERNOON

12:00 to 1:00—Serving dinner, putting away remains of meal.

1:00 to 2:00—Washing dinner dishes.

2:00 to 2:30—Dressing and rest.

2:30 to 4:30—Needlework, light housework or special work. (

4:30 to 5:00—Recreation.

5:30 to 6:30—Preparing and serving supper.

6:30 to 7:30—Evening duties, as care of milk, washing dishes, etc.

There are a dozen other ways in which the hours of the housekeeper's working day may be divided to equally good advantage. There are many other ways to group these daily routine duties so that they may be accomplished with speed, efficiency, and ease. The chief point to remember is that there is much truth in the proverb "Work while you work, play while you play," and that the housekeeper who honestly tries to put that principle into practice is the one who accomplishes the most work and has more time for self-improvement and community work. She is also mistress of her work, rather than its slave, the queen of her home and an influence for good in her community.

Housekeepers in Arizona who have not adopted a definite plan of work may find it helpful to try the foregoing schedule, modifying it if necessary, to suit their own requirements. Any variations that are made, as well as other schedules that have proved satisfactory in Arizona homes, should be sent to the Agricultural Extension Service, University of Arizona, that they may be referred to other housekeepers who may need assistance along this line.

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