

Abby Sasscer

Simplifying Your Domestic Church



*A Spiritual Journal to Help Declutter,
Organize & Systemize the Home*

*Appendix
of
Blank Forms*

Daily Schedule/Routine

Time	Daily Schedule/Routine

Weekly Schedule At a Glance

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Homeschool						
Chores						
Activities						

All things have their season, and in their times all things pass under heaven.

Ecclesiastes 3:1

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Family School Schedule

*Denotes one-on-one with Mom

Saint Thomas Aquinas, Pray for Us!

Subject Checklist for

Monday	Tuesday	Wednesday	Thursday	Friday

Our Lady Seat of Wisdom, Pray for Us!

Chore Assignments

Jesus, Mary & Joseph, All for Love of You!

Chores	Assigned to	Mon	Tue	Wed	Thur	Fri	Sat	Totals
Organize bedrooms								
Prepare Breakfast								
Prepare Lunch								
Prepare Dinner								
Set Table								
Clear Table								
Empty Dishwasher								
Wash Dishes								
Sort Laundry								
Laundry								
Fold Laundry								
Put Away Laundry								
Quick Pick-Up								
Dust								
Vacuum								
Clean Kitchen								
Clean Bathrooms								
Feed Pets								
Yard Work								
Take Out Trash								

Notes

Chore Schedule

Saints Mary & Martha, Pray for Us!

DAILY CHORES	

WEEKLY CHORES	

MONTHLY CHORES	

YEARLY CHORES	

Restaurant-Style Menu

BREAKFAST		

LUNCH		

DINNER		

SIDE DISHES	

SNACKS, DESSERTS & BEVERAGES		

Menu for the Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast							
Snack							
Lunch							
Snack							
Dinner							

"Who then is the faithful and prudent servant whom the Master has put in charge of his household to distribute to them their food at the proper time?" Matthew 24:45

Menu for the Month

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Add to Grocery List
Breakfast								
AM Snack								
Lunch								
PM Snack								
Dinner Week 1								
Dinner Week 2								
Dinner Week 3								
Dinner Week 4								

"Who then is the faithful and prudent servant whom the Master has put in charge of his household to distribute to them their food at the proper time?" Matthew 24:45

Grocery List by Section

VEGETABLES & FRUITS

DAIRY

MEATS

CEREALS / BREAKFAST FOODS

FROZEN FOODS

DESSERTS / SNACKS

CANNED GOODS / CONDIMENTS

BEVERAGE / COFFEE / TEA

BREADS / PASTA

HOUSEHOLD / DRUG / BEAUTY

"Who then is the faithful and prudent servant whom the Master has put in charge of his household to distribute to them their food at the proper time?" Matthew 24:45

Budget Worksheet

Keep your life free from love of money and be content with what you have for He said 'I will never fail you or forsake you'.

Gross Income	Less	Tithe	Less	Taxes	Equals	Spendable Income
Expenses	%	Budgeted Amount	Actual Amount	Deficit/Surplus	Notes/Action Items	
SAVINGS 3-5% of SI						
HOUSING 36-40% of SI						
Rent / Mortgage						
Tax / Insurance						
Electricity / Gas						
Water						
Phone/Internet						
HOA Fees						
FOOD 12-16% of SI						
AUTO 12-16% OF SI						
Payments						
Gasoline						
Insurance						
Maintenance						
Other						
INSURANCE 3-7% of SI						
Life						
Medical						
Dental						
Other						

Expenses	%	Budgeted Amount	Actual Amount	Deficit/Surplus	Notes/Action Items
INVEST/DEBTS 2-6% OF SI					
Credit Cards					
Loans					
Notes					
Other					
MEDICAL 3-7% of SI					
Doctor					
Dentist					
Prescription					
Lab					
Other					
CLOTHES 3-7% of SI					
EDUCATION 2-6% of SI					
Tuition					
Books/Supplies					
RECREATION 2-6% of SI					
Dine Out					
Trips/Vacations					
Hobbies					
Other					
MISC 3-7% of SI					
Total %					

Vital Documents Worksheet

CERTIFICATES may include Birth, Baptismal, Confirmation, Marriage, Social Security Cards, Special Medical Records, Adoption Papers, Military Discharge, etc.	
ACTION ITEMS FOR THIS CATEGORY	DONE

SCHOOL RECORDS may include official school transcripts, official test records, awards, diplomas, etc.	
ACTION ITEMS FOR THIS CATEGORY	DONE

HOME RECORDS may include land titles, house titles, home loan account information, hazard insurance, fire and flood insurance, receipts for large purchases, capital improvements, lenders' pay-off letters, etc.	
ACTION ITEMS FOR THIS CATEGORY	DONE

"Make us know the shortness of our life that we may gain wisdom of heart" Psalm 90

Vital Documents Worksheet cont'd

AUTO RECORDS may include automobile titles, auto loan account information, auto insurance policies, lenders' pay-offs, etc.	
ACTION ITEMS FOR THIS CATEGORY	DONE

ACCOUNTS may include assets such as checking accounts, savings accounts, stock certificates, mutual funds, bonds, Keogh or IRA, 401 K, annuity contracts, stock-options plans, stock-purchase plans, profit-sharing plans, rental property records. Include liability accounts such as credit cards, loans, notes, medical payment plans, etc.	
ACTION ITEMS FOR THIS CATEGORY	DONE

BUSINESS may include business license, Business Insurance Policies, Trust Agreements, Partnership Agreements, Incorporation Papers, etc.	
ACTION ITEMS FOR THIS CATEGORY	DONE

Vital Documents Worksheet cont'd

WILL may include Last Wills and Testament for you and your spouse, Powers of Attorney for you and your spouse, Trust for children below 18 years, Wishlist for children (i. e. desire for Catholic Education, etc.)	
ACTION ITEMS FOR THIS CATEGORY	DONE

INSURANCE may include Health, Accident, Long-Term Care Policies, Life Insurance Policies with Benefits Riders, etc.	
ACTION ITEMS FOR THIS CATEGORY	DONE

FINAL ARRANGEMENTS may include Catholic Medical Directive, Cemetery Plot Deed, Burial Instructions, list of memberships, list of special bequests, Safety Deposit box location, key location, passwords, fire-proof safe combination, etc.	
ACTION ITEMS FOR THIS CATEGORY	DONE

Vital Documents Worksheet cont'd

SPIRITUAL LEGACY may include letters, journals, photo albums, audios or videos, that loved ones can access during Birthdays, Weddings, Christmas, Easter, etc.	
ACTION ITEMS FOR THIS CATEGORY	DONE

Simplify Your Domestic Church in 90 Days

DE-CLUTTER - CENTRALIZE - CONTAIN - SYSTEMATIZE - MAINTAIN

MONTH ONE				
Week 1	<input type="checkbox"/> Entry Way	<input type="checkbox"/> Mud Room	<input type="checkbox"/> Coat Closet	<input type="checkbox"/> Laundry Room
Week 2	<input type="checkbox"/> Medicine Cabinet	<input type="checkbox"/> Linen Closet	<input type="checkbox"/> Bathrooms	
Week 3	<input type="checkbox"/> Living Room	<input type="checkbox"/> Family Room	<input type="checkbox"/> Classroom	
Week 4	<input type="checkbox"/> Dining Room	<input type="checkbox"/> Toyroom	<input type="checkbox"/> Home Office	

MONTH TWO				
Week 1	<input type="checkbox"/> Girls' Bedroom	<input type="checkbox"/> Girls' Toys	<input type="checkbox"/> Girls' Dressers	<input type="checkbox"/> Girls' Closets
Week 2	<input type="checkbox"/> Boys' Bedroom	<input type="checkbox"/> Boys' Toys	<input type="checkbox"/> Boys' Dressers	<input type="checkbox"/> Boys' Closets
Week 3	<input type="checkbox"/> Master Bedroom	<input type="checkbox"/> Master Dressers	<input type="checkbox"/> Master Closets	
Week 4	<input type="checkbox"/> Garage	<input type="checkbox"/> Storage Shed		

MONTH THREE				
Week 1	<input type="checkbox"/> Kitchen Sink	<input type="checkbox"/> Kitchen Counters	<input type="checkbox"/> Kitchen Drawers	<input type="checkbox"/> Kitchen Cabinets
Week 2	<input type="checkbox"/> Recycling	<input type="checkbox"/> Freezer	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Pantry
Week 3	<input type="checkbox"/> Attic			
Week 4	<input type="checkbox"/> Basement			

Jesus, Mary, Joseph, All for Love of You!

*Appendix
of
Category Labels*

Place standard return address labels in printer

CLASSROOM

READING & PHONICS

SCIENCE

RELIGION

READERS

HEALTH & MANNERS

CATECHISM

READERS

**FOREIGN
LANGUAGE**

SCRIPTURE

ENGLISH

MANIPULATIVES

SAINTS

LITERATURE

PENS

DEVOTIONS

COMPOSITION

PENCILS

MATH

WRITING

COLOR

MATH

SOCIAL STUDIES

**MARKERS
COLORED PENCILS**

MUSIC

HISTORY

**MISCELLANEOUS
TAPE, RULER, STAPLER,
PAPERCLIPS, ETC.**

ART

GEOGRAPHY

SUPPLIES

PANTRY

LINEN CLOSET

**MEDICINE
CABINET**

GRAINS & PASTA

HAIR CARE

ACHES & PAINS

**CANNED GOODS
CONDIMENTS**

DENTAL CARE

STOMACH RELIEF

**SNACKS/
BEVERAGE**

FACIAL/SKIN CARE

ALLERGY RELIEF

**BABY/
TODDLER**

PAPER PRODUCTS

COLD & FLU

BAKING SUPPLIES

**SOAPS &
BODYWASH**

**BABY & TODDLER
MEDICATION**

PAPER PRODUCTS

**KING SHEETS
QUEEN SHEETS**

VITAMINS

KITCHEN TOWELS

**SINGLE SHEETS
DOUBLE SHEETS**

FIRST AID

TABLE CLOTHS

BATH TOWELS

PLACEMATS

**FACE TOWELS
HAND TOWELS**

HOME BUSINESS

**ACCOUNTS
PAYABLE**

**ACCOUNTS
RECEIVABLE**

ADMINISTRATION

ADVERTIZING

ARTICLES

BANK RECORDS

CLIENTS

COMPANY POLICIES

**COMPANY GOALS/
PLAN STRATEGIES**

COMPUTER

CREDIT CARDS

EMPLOYEES

EXPENSES

HUMAN RESOURCE

INSURANCE

LEGAL

LOANS

OPERATIONS

PROJECTS

PUBLIC RELATIONS

REFERENCE

RESEARCH

SALES MARKETING

TAXES

TRAINING

TRAVEL

UTILITIES

**VENDOR
INFORMATION**

OFFICE

AUTOMOBILE RECORDS

MEDICAL RECORDS

**ACCTS PAYABLES
BILLS TO PAY**

BANK RECORDS

MORTGAGE/RENT

**ACCTS RECEIVABLES
CHECKS TO DEPOSIT**

BUDGET

PERSONAL

**PRIORITY 1
MUST DO**

CREDIT CARDS

REAL ESTATE

**PRIORITY 2
HAVE TO DO**

EXPENSES

RECEIPTS

**PRIORITY 3
WANT TO DO**

INCOME

SCHOOL

**TO FILE
AT MONTH END**

INSURANCE

TAXES

INVESTMENTS

UTILITIES

LEGAL

WARRANTEES

LOANS

STORAGE	GIRLS CLOTHES	TOYS
CHRISTMAS	GIRLS CLOTHES	TOYS
CHRISTMAS	GIRLS CLOTHES	TOYS
EASTER	GIRLS SHOES	BABY ITEMS
THANKSGIVING	GIRLS SHOES	BABY ITEMS
ALL SAINTS	BOYS CLOTHES	OUT OF SEASON CLOTHES
ARTS & CRAFTS	BOYS CLOTHES	OUT OF SEASON CLOTHES
YARN	BOYS CLOTHES	OUT OF SEASON CLOTHES
ELECTRONICS	BOYS SHOES	OUT OF SEASON SHOES
ALBUMS PHOTOS	BOYS SHOES	OUT OF SEASON SHOES