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Establish Routines

After identifying problem time periods and developing strategies for those times, the next step is to practice so that the new behavior becomes a habit. Once you repeat the same sequence of jobs several times, you will not need to think consciously about what you are doing. The jobs will become second nature to you—a routine!

Some good routines to establish include going to bed at the same time each night, doing homework at the same time each evening, cleaning your room the same day each week, and limiting daily times for telephone, computer, and television use.

What things do you do every day that you consider your routines?

To become a more organized and, consequently, a more efficient person, what activities on your list could be changed or eliminated? What activities can you set limits for?

What activity(ies) could be added?

TIP. Well-rounded people include fun and relaxation in their routines.



Answer Key

Organize Computer Files and Folders.....74–75

1. Accept all reasonable answers.

Sample answers:

Folder: Correspondence

File: Complaint to Bicycle Shop
File: Thanks to Uncle Ernie
File: Birthday Note to Grandmother 2003
File: Application for Ms. Campbell's
Lawn Mowing

Folder: Travel

File: Alaska Trip 2002
File: Canada **Fishing Trip** 2003
File: **Florida Trip 2004**
File: Camping Supplies List

2. Answers may vary.

Accept all reasonable answers.

Folder: My Music

Subfolder: Rock Music
File: The **Beatles**
File: Elvis
Subfolder: Country Music
File: Patsy Cline,
"Anytime"
File: Alan Jackson.
"Gone Country"

Folder: My Pictures

Subfolder: Vacation **Pics 2004**
File: Hiking at Yellowstone
File: Flat Tire in Badlands
Subfolder: Cartoon Art
File: Sylvester the Cat
File: Big Bird

Folder: My Documents

Subfolder: Science
File: Crayfish Lab Report
File: Notes on Fossils
Subfolder: Language Arts
File: Personal Experience Essay
File: Mockingbird Book Report

Name Document Files and Folders.....76

1. The user can't determine the content of any of the letters.
2. The letters are not sorted into any folders.
3. Two letters appear to have the same information: "Letter **12/2/03**" and "Letter 12/02/03."

Cleaning Your Computer House.....77

Answers may vary. Possible solutions:

Folder: Minutes of Meetings
Minutes 711 3104
Minutes 8121/04
Minutes **9/3/04**
October 10 Minutes **2004**

Folder: Special Events
Application for April Horse Show
Horse Clinic Application
October Horse Show Announcement
County Fair Special Events

Folder: Letters
Letter to Saddle Shop
Letter to Mrs. Brown
Letter to Members about Dues

Deleted Files

Minutes July 13, **2004** (duplication)
August 21 Minutes 2004 (duplication)
Application for April Show (duplication)
Letter to Stable and Ranch Company