

# *SURVIVAL* *for* BUSY WOMEN



From Home  
Management  
Expert

EMILIE  
BARNES



*SURVIVAL*  
*for* BUSY  
WOMEN

EMILIE  
BARNES



HARVEST HOUSE™ PUBLISHERS

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## **SURVIVAL FOR BUSY WOMEN**

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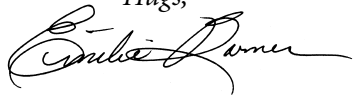
*Survival for Busy Women is dedicated to several people in my life who have contributed to this book and to the many women who have attended my seminars with feelings of desperation, yet with a teachable spirit. These women have shown me how a hassled, frustrated life can become one of hope, with the promise of surviving our busy lifestyles.*

*Special thanks to my Bob, who has given so much of his time, love, and writing talents to many of the chapters in this book.*

*My prayer is that Survival for Busy Women will be the tool to motivate, encourage, and energize you to begin implementing the workable principles given. May the Lord give you the excitement to work the plan of organization.*

Go for it!

Hugs,

A handwritten signature in cursive script, reading "Paula Danner". The signature is fluid and elegant, with a long, sweeping underline that extends to the right.



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## Introduction

One Sunday after church service, my husband, Bob, and I were visiting with some friends. When one woman asked me about my “More Hours in My Day” ministry, I told her about some of the recent seminars I had conducted around the country. All of a sudden, a man who was listening in on our conversation grabbed my arm. “Emilie, we live in a cesspool,” he complained. Thankfully, his wife was not within earshot as he told me, “My wife doesn’t work. We have three children, two of them in school. Yet she says she doesn’t have time to clean the house.”

Do you think that’s an isolated case? It isn’t. In today’s hectic society, men and women are so busy that often there is no time left to plan and execute the daily routines of life. So life is lived in a constant panic, trying to stay on top of house, family, and career.

With more women in the work force, there has never been a greater need for basic organizational skills in our homes. Kathy and Bob are a typical couple. Both work, and they have two children in elementary school. But Kathy wants to quit her job. She feels there are too many evenings when she is too tired to cook dinner, provide quality time for the children, do the laundry, and maintain the house.

One night as Kathy discussed her frustrations, Bob insisted that quitting her job was not an option. “If you stop working, how will we make the car payments?” he asked.

“Sell the car,” Kathy snapped. “I can’t keep this juggling act up any longer. I’m exhausted, and I’m not the woman God intends for me to be.”

Kathy is fortunate to recognize her problem before it is too late. She may be able to quit working if her family adjusts their lifestyle. She is also considering part-time employment. However, many women have no choice but to work—it’s a matter of survival. And besides, staying at home is no guarantee that you will stay on top of everything, especially if you have young children and are involved in church and/or community activities.

If you can relate to any of these struggles, this book is for you. That’s why we’ve named it *Survival for Busy Women*. This is not some theoretical exercise. Each chapter is designed to give you practical advice to help you organize your home as efficiently as possible. In the process you will save money, feel less pressure, and find more hours in your day to enjoy your family, job, and life in general.

Before we start, I wish to thank the many women who have written and shared so many helpful ideas. Some of your suggestions were incorporated into this book.

PART I

---

SURVIVAL  
*Through an*  
ORGANIZED YOU



## CHAPTER 1

# A Thought for the Woman of the New Millennium

*By wisdom a house is built, and by understanding it is established; and by knowledge the rooms are filled with all precious and pleasant riches.*

PROVERBS 24:3,4 NASB

TODAY'S WOMAN HAS EMBRACED the new millennium with much excitement. We've come a long way, women. The nineties found us making a lot of changes from home to work, stress, frustration, disorganization, and fatigue. Our priorities went out the window along with our organized homes and meals. We gave up our children to sitters and daycare, meals to fast-food stores, and our spiritual life moved into low gear—not for everyone, but for many. However, new changes are coming into focus. We are tired of the tired nineties. More women are feeling the desire to be at-home mothers and career women. They are finding a balance between work and home through a new interest in home business. It is a personal choice to be at home for some women, yet many will continue jobs outside due to need, desire, and circumstances.

My mother became a single working parent when my father died. I was 11 years old. She opened a small dress

shop, and we lived in the back in a small three-room apartment. Home and career were mixed. Mom not only sold clothing, but also worked late into the night doing alterations. Book work was also done after hours. We survived because we all helped in a time of need and survival. When our children were small, I developed a small business out of our home; the money I earned was for extra things. I was able to do that because I felt somewhat organized and in control of our home.

This may very well be the year God will bring into your life the desire to be an at-home woman and develop a from-home business. Yes, to be successful it does take time, creativity, balance, and desire. Our ministry, *More Hours in My Day*, began out of our home and stayed there for many years. Books have been written, seminars given, and mail orders sent from our door to many of yours.

A dear and longtime friend, Rose, has a small business called “Tiffany Touch” where she goes into other people’s homes in her area and does anything they need done, from organizing a drawer to hanging pictures. A mother with a new baby designed a slip-over-the-head bib that is sold all over the country out of her home. Still another mom created designer baby bottles—she changed baby products into more than one million dollars!

Connie Lund, out of Olympia, Washington, created a small devotional flip chart called “Reaching Up to God,” and through its sales she is sending her daughter through college. When their daughter comes home for vacations, she helps collate and tie the materials together. Most at-home businesses develop family oneness as all work together to help one another with a family business.

Direct sales are popular and profitable. Tupperware, Avon, Shaklee, Amway, Mary Kay, Home Interiors, “Christmas Around the World,” Successful Living Books, Choice Books—from home parties to door-to-door sales, these are just a few.

One woman I read about shops for working women, buying groceries, picking up gifts, and running errands such as stopping at the dry cleaners or getting stamps at the post office. She even delivered a lunch to a schoolchild who left it at home.

Another creative mom does gift wrapping for people in offices. That led to food baskets and then to homemade wreaths and flower arrangements.

Another mom advertised her famous chili recipe for one dollar—and sold enough to buy Christmas presents for the whole family. She was very pleased and surprised. Aimee makes colorful earrings. Women saw them on her and wanted a pair for themselves. From friends to boutique shops, sales multiplied. All kinds of arts and crafts have created many added sources of funds to the family income.

I was visiting some friends who received an adorable loaf of bread, shaped like a teddy bear. This novelty gift is now being shipped all over the state.

Nancy’s a single parent who quit her computer job and started her own service in her home. She is able to be home with her three children and still run a very successful business.

Nancy and Elizabeth teamed up and are designing and selling Christian greeting cards, business cards, and Christmas cards, and doing very well.

Some women are working at home as an employee: sales representatives, technical service reps, claim adjusters, and many others who are salaried employees but who

spend most of their time in the field. Their employers typically don't provide an office, so their files, desk, phones, etc., are in their homes. Many can do part-time employment in the same way. Naturally you have to ask yourself if you have the space in your home for such types of employment.

I have a friend who shows designer clothing from her home four times a year. She sends out invitations with days and hours, then books appointments and helps the women coordinate their wardrobes.

The new millennium woman, I believe, will get back to home shopping and parties to purchase jewelry, clothing, and household products.

As we move through the millennium, set your desires high and chart out your goals for your future this year. Where would you like to be next year at this time? What will you need to accomplish to be there?

When can you start? Possibly now. If your desire is to be working from home by next year, make calls and talk with friends, family, and business associates. Perhaps you need to take a class on business, sales, design, etc.

Many of you may be happy just where you are. Others may want to cut hours to be at home a little more. Whatever you want to accomplish in the next decade, you can do it with a positive attitude, ambition, and creativity wrapped with prayer.

My desire is to see the busy woman get back to traditional values and to use her God-given gifts and skills wherever she may be—in or out of the home.

Changes will come, and with the priorities of God, family, and career, they will have a positive outcome.

Many of my readers want to know how to start a home business. Below is a very brief outline of some areas you might consider.

## **Goals**

Actually write down a goal such as: "By February 15, I want to have a Tupperware business going in my home." With any goal you must also include some action that will be necessary in arriving at your goal. Yours might be:

- I will contact my local Tupperware manager and see what the requirements are (due by November 15).
- I will enroll in a basic small-business bookkeeping class at our local college (due by September 8).
- I will investigate the equipment needs for a home office (due by September 1).
- I will prepare a budget and begin to purchase my basic equipment (due by September 15).

## ***Legal Preparation***

- I will find out from Tupperware what licenses, permits, and tax requirements are necessary in order to be one of their distributors (due by November 1).
- I will set up a basic set of books that will include inventory, purchases, expenses, and sales listing (due January 7).

## ***Home Preparation***

- What area will I use for this new endeavor and how much space will be required (due September 15)?

- Will I need to purchase or build some basic furniture and shelving (due November 15)?
- I will prepare a budget and begin to build or purchase my basic needs (due by November 30).

### ***Resources***

- Begin to identify others who are in the Tupperware business and begin to question them on how they do it (due September 15).
- Begin to attend rallies and training sessions immediately (due September 15).
- Become familiar with catalogs and marketing techniques (due September 15).
- Make a list of future customers which might help me start successfully in my new endeavor (due September 15).

### ***Hours***

- Begin to think through how many hours per day, per week, per month I am able and willing to put into my new business (due September 1).
- Will I need to work around husband and children's schedules (due September 1)?
- Will I have regular working hours (due September 1)?
- When will I manage my home with cleaning, food preparation, children's needs, etc. (due September 1)?

Like many situations, it's a lot of trial and error. You'll learn much as you go along, but the benefits will be most rewarding. Be very realistic in your expectations in any

new endeavor. It takes at least one year of intense effort, planning, and marketing to begin to see some rewards for your efforts. Hang in there—don't give up!



CHAPTER 2

## Recipe for Beating Stress

*A woman who fears the LORD is to be praised.  
Give her the reward she has earned, and let her  
works bring her praise at the city gate.*

PROVERBS 31:30,31 NIV

AT THE START OF MOST OF MY SEMINARS, I like to play a little game. I ask all of the women to stand up. Then I ask them a series of questions. If they can answer “no” after each question, they remain standing. The first time they answer “yes” they have to sit down. Here are the questions:

1. Did you leave an unmade bed at home?
2. Do you have a messy closet in your home?
3. Do you have a messy handbag?
4. Would you find it difficult to tell me what you're having for dinner five days from now?
5. Do you have dirty dishes sitting in your kitchen sink?

6. Would it take you more than three minutes to find last year's tax return and documents?
7. Did you forget to kiss your husband before you (or he) left home?
8. Do you have one or more piles of paper around your house—on top of the refrigerator, game table, kitchen counter, desk, or on the floor?

By the time I'm done there's rarely even one lady still standing. How did you do? Did you answer "no" to six of the questions? How about four? Two? One? Don't feel bad. We all understand the struggle to control our lives. Don't despair; help is on the way!

It's pretty easy to formulate a recipe for stress. The eight questions just cited are a good start. Here's an even simpler one:

*3 pounds of Hassles.* Any of life's pressures or traumas will do.

*5 cups of Hustle.* These are common everyday demands and can be supplied by any family member, neighbor, employer, children's club, church duty, or committee responsibility.

*7 tablespoons of Hurrieds.* You can pick them fresh, directly off your schedule, expectations, and responsibilities.

Now stir them up and cook the mixture in the oven of life's trials. Hassled, Hustled, and Hurried—it's a fail-safe formula for a massive serving of stress. Serves one for 24 hours a day,

seven days a week, 52 weeks a year. Unless spoiled by organization.

But how can we get organized? It seems like today's woman is putting on a juggling act. Most jugglers can handle two or three balls or objects fairly well. It's when we add one or two or even more balls that juggling becomes interesting.

How many balls is today's woman juggling? She began with herself—her appearance, family, school. Then she added a second ball—her husband. And a third—her home. Then came the children. That's four, five, maybe even more balls. Sounds tough, doesn't it? Now throw in the biggie. The final ball called JOB.

How can we possibly keep all these balls going at once? It seems like they are dropping all around us and we're spending most of our energy picking up the ones we've dropped. And making sure we don't drop the biggie. For if we lose that job, how will we make the house payments, pay the orthodontist, or keep the kids in private school?

For a while, I was one of those fortunate few who seemed to have my life all together. I was happily married with two preschool children and no pressure to have to work. Then one day my sister-in-law abandoned my brother and their three preschool children. Bob and I became guardians of those three children and now I was "juggling" five children under the age of five.

That was many years ago, and I survived. I made it because I learned how to organize. I could have caved in under the stress and suffered a chaotic home, a frustrated husband, and undisciplined children. There were times when it seemed like it might all collapse. But I persevered by using time-tested organizational formulas. Today we're

the proud parents of wonderful, full-grown children. And the organizational skills I've learned have led to a fruitful ministry and business for my husband and me.

Yes, there is a recipe for beating stress! It's called ORGANIZATION, and I'm glad to share it with one and all:

- 1 quality period of time with God each day
- 1 list of carefully-thought-through long-term and short-term goals
- 1 list of priority activities to direct you toward achieving those goals
- 1 monthly calendar
- 1 weekly schedule book
- 1 pad of daily schedules
- 10–25 (or more, as needed) boxes with lids
- 1 3 x 5 card file box
- Several packs of 3 x 5 cards of various colors
- 1 box of file folders
- Several large trash bags
- 1 pad of weekly menu planners
- Assorted jars, shoeboxes, pens, baskets, and trays as needed

Mix the ingredients liberally according to the instructions in this book. Season liberally with prayer.

The result will be an organized home and a happier woman whose “children arise and call her blessed; her husband also, and he praises her.” That's the promise of

Proverbs 31:28, and you could be the recipient of that blessing!

Are you ready to begin? Then let's not delay a moment longer in working toward a more organized you!



## Establishing the Target

*Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus.*

PHILIPPIANS 3:13,14 NIV

IF WE DON'T HAVE A TARGET, we can never know if we have hit or missed it. Much time is wasted because we don't know where we're going. If we want to succeed, we must adopt a goal-orientation to life.

Early in our marriage Bob and I felt it was important to set goals. We dreamed of the type of home and family we wanted. We realized that in order to achieve those dreams we needed a plan. That plan became the "Barnes Family Life Goals."

We talked often of those goals, and periodically we adjusted them as our lives changed. The biggest change came as we began to mature in our Christian faith. That's when our goals became more Christ-centered.

Goal-setting works because God is a goal-setter. He's stated His goals for us in the Bible. We're to love each other, obey His commands, take His message to the entire world—we could give many examples. Many of