

EXECUTIVE
Homemaker
PLANNER





How to Organize your Executive Homemaker Binder

1. Slip the **cover page** in the plastic cover on binder or make your own fun cover. {optional}
2. Use the **binder tabs** to mark sections. {or write your own}
3. Three hole punch this years calendar and put it before the **Daily** Tab.

The following bolded categories are the “tabs” for each section of your Executive Homemaker binder. Feel free to change things up according to the needs of your own family. The goal is to have all of your “paper clutter” in one place for easy access, future resource, and clean counter tops.

Daily:

- Goals for the Week
- Errands to Run
- People to Call
- Ongoing Problems
- Family Home Evening Schedule

Friends & Neighbors:

- Important Phone Numbers
- Neighborhood Phone List
- Babysitter Instructions
- Homeowners Association Info – pool hours, etc.

Church/School & Sports:

- School Attendance phone number
- Transportation phone number {bus or carpool}
- School calendar
- Pre-school snack calendar & healthy suggestions
- Church phone list
- Sports schedules and phone numbers

Monthly Plan:

- Monthly Tasks
- Monthly Birthday List
- Bunco Group List
- Book Club List
- [Monthly Food Storage Schedule](#)

Special thanks to:

- Mique from [30 Handmade Days](#) for doing the fabulous graphics for all the worksheets in the EH binder.
- Janna with [Cut and Create](#) who designed *your bonus gift*, Thank You note and gift tags. They’re gorgeous!!

Shopping:

- [Birthday Party Planner](#)
- Birthday Wish Lists
- Coupon info (you can use a page protector or other type file for this.)
- Rebate Information

Cleaning:

- [Cleaning Checklist](#)
- [Chores at What Age](#) list

(Personally, I use this tab for “Ongoing Problems” to keep a paper trail for insurance claims, flexible spending receipts, and repairs on the house, etc.)

Family Info:

- Yearly Goals: Short Term & Long Term
- [Birthday Party Planner](#)
- Vacation Information
- Holiday Information

Expense:

- Budget
- [Needs/Wants](#)

Front Pocket:

- Copies of [Grocery List](#)



GOALS FOR THE WEEK

Me:

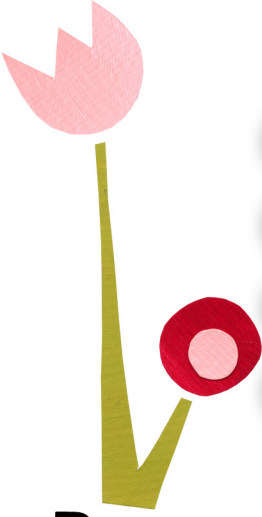
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Honey-do list:

1. _____
2. _____
3. _____



Errands to Run



People to Call

Person:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Regarding:

- _____
- _____
- _____
- _____
- _____
- _____

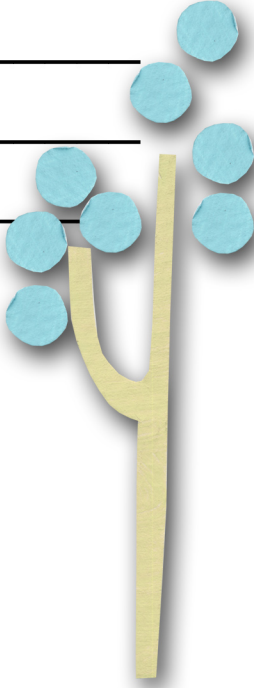
Notes to Write

Person:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Regarding:

- _____
- _____
- _____
- _____
- _____
- _____



ONGOING PROBLEMS

1. _____

Contact person _____

Phone number _____

Date _____

Resolution _____

Follow up _____

Date _____

Resolution _____

2. _____

Contact person _____

Phone number _____

Date _____

Resolution _____

Follow up _____

Date _____

Resolution _____



Important Phone Numbers

Family:

_____	_____	_____	_____
work- _____	work- _____	work- _____	work- _____
cel- _____	cel- _____	cel- _____	cel- _____
_____	_____	_____	_____
work- _____	work- _____	work- _____	work- _____
cel- _____	cel- _____	cel- _____	cel- _____

Friends:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pediatrician _____

Primary care physician _____

Hospital _____

OBGYN _____

Dentist _____

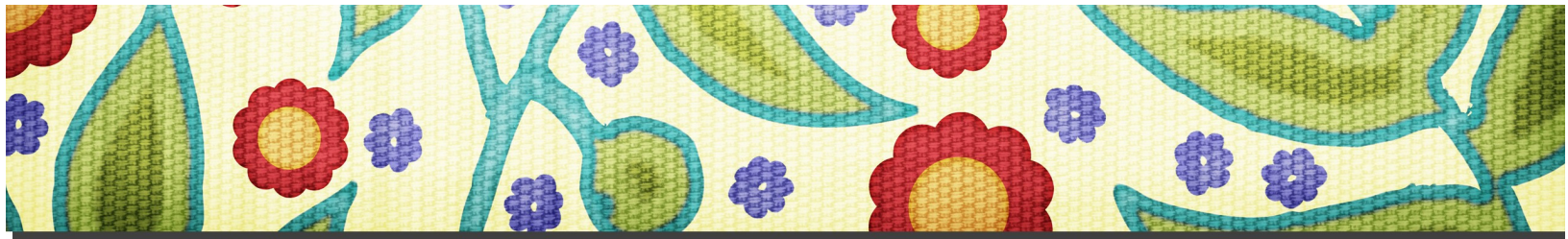
Eye Doctor _____

Salon _____

Elementary School _____

Middle School _____

High School _____



Neighborhood Phone List

Address

Name

Kids

Phone Number

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Babysitter Information

Our cell phone # is: _____

We will be back at: _____

We are going: _____

_____ loves _____
_____ loves _____
_____ loves _____
_____ loves _____



Games are in the _____

Snacks they can have are: _____

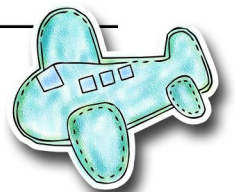
Home rules:

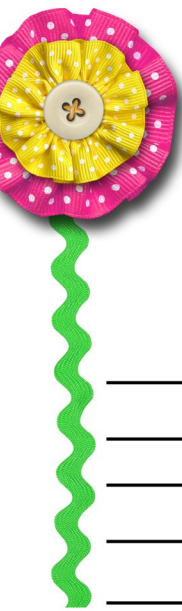
1. _____
2. _____
3. _____
4. _____

Bedtime Routine:



Tips:

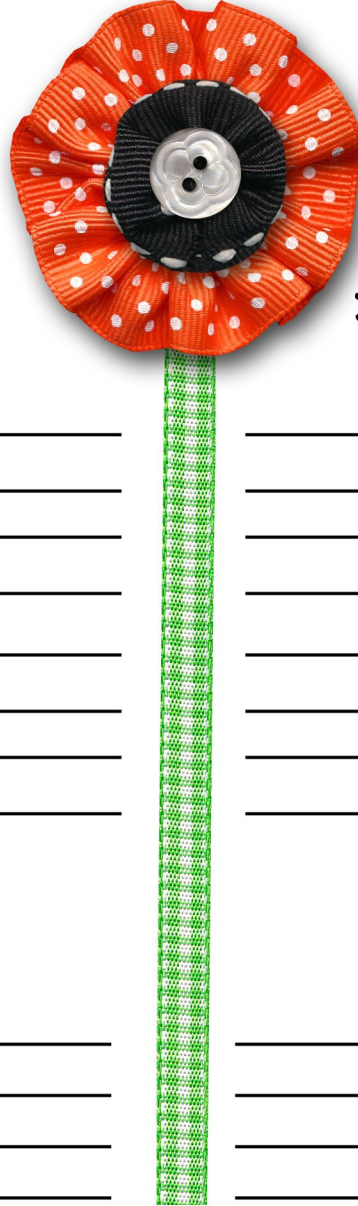




January

March

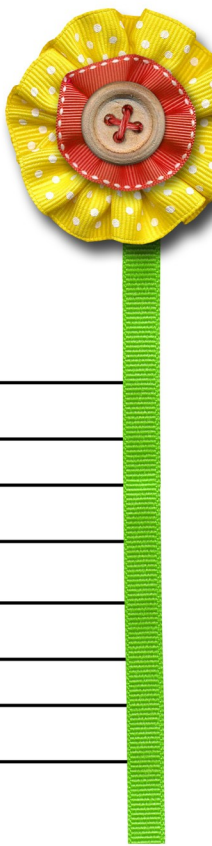
May



February

April

June





July

Five horizontal lines for writing.

September

Five horizontal lines for writing.

November

Five horizontal lines for writing.



August

Five horizontal lines for writing.

October

Five horizontal lines for writing.

December

Five horizontal lines for writing.



movies i want to see

needs/wants

cut & create

by janna wilson

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