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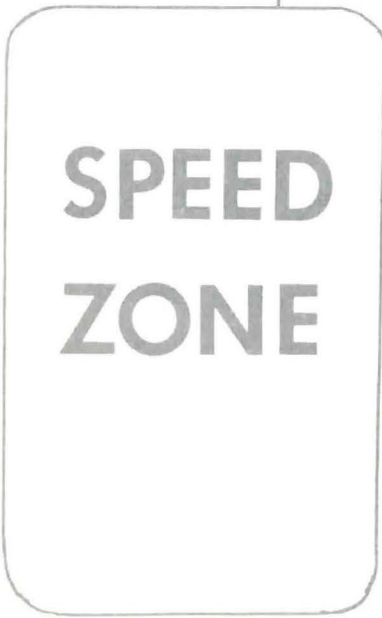
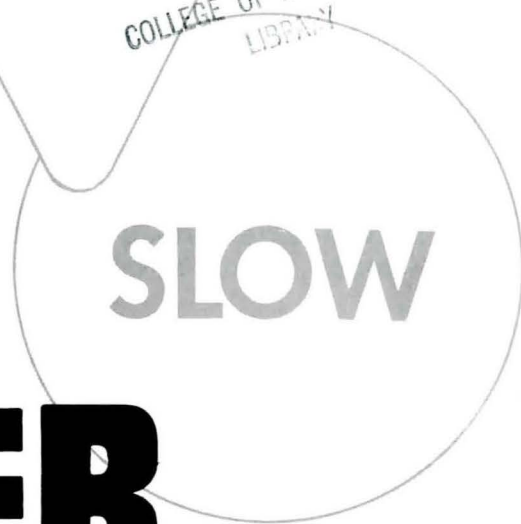
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CORNER CUTTERS for Busy Homemakers



Extension Service
University of Nebraska
College of Agriculture and Home Economics
and U. S. Department of Agriculture Cooperating
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Corner Cutters for Busy Homemakers

Is there any homemaker who isn't interested in streamlining her daily tasks? Probably not. Every homemaker wants more time for things beyond the routine work of the house and home.

There are many ways of doing routine jobs. There's always a possibility of finding some better methods of work. But how do you go about finding a corner cutter that fits your need?

If you seriously want to save time and effort, you must be willing to:

1. Admit that there may be room for improvement;
2. Look for a way to improve; and
3. Try a new way long enough to make it a new habit. The new way may be awkward at first but with practice it will become natural.

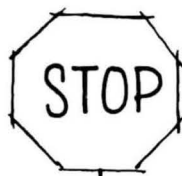
MAKE AN ITINERARY

Like a cross country vacation is planned out with an itinerary, so can the home-making routine be mapped ahead of time. All along the way there are useful labor-saving principles we might call road signs. Their observance can help speed you on to accomplishment and leisure.

The homemaker is at the wheel in finding quick ways to do household chores, deciding the best time, space and equipment for doing them; and also the right member of the family to do each. Sure, it may turn out to be YOU, but the rest of the family needs to be in on the planning as well as the doing if everyone is going to go along on this journey through housework.

Any trip has a starting point, so an analysis of what is being done now is essential before you can start on a plan to move elsewhere in your household routine. Ask yourself the familiar questions:

What, why, who, when, where and how you now spend your time.



STOP! WHERE ARE YOU?

WHAT is the job?

You may want to review your work over a week or several weeks and then examine the results critically. Also, think of the kinds of jobs that are done only once or twice a year. Can you classify these jobs?

Work activities in the home seem to divide into three kinds:

1. The Must Do's;
2. The Ought to Do's; and
3. The Would Like to Do's.

The WHY of each activity sheds light on the value of the job toward achieving goals and accomplishments. Measured against the time and energy required, is the task worth it? Can the activity be eliminated? Long established habits sometimes are time and energy wasters.

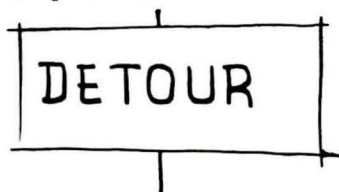
WHO should do it? Consider how family members can help you. The mark of a good executive is the ability to delegate responsibility. Of course, there are jobs that do need your personal attention and skill; but there are plenty of others the children can do. Some things require the strength and judgment of dad. There are still others that should be done by paid professionals. Are there inexpensive services or tools and equipment for some of the jobs you are doing yourself?

WHEN you do things is definitely related to your accomplishment. Could it be done more conveniently some other time when there's less hurry or confusion -- or ahead of time to avoid a last minute rush for dinner, for entertaining, for getting ready for a trip? Do you do most of your important tasks when you feel your best or when you are tired? What are your peak hours of work? It's surprising how much more can be done with less effort if the more arduous and important tasks are done early, while you are full of ambition and before your energy runs down. What about getting an earlier start?

WHERE you spend your time demands attention. The conditions under which you work contribute to the ease or difficulty of work. Do the working heights fit you? Are the light, temperature and ventilation adequate? Could the storage areas be improved? Are the surroundings cheerful?

HOW will the job be done? Can the method be altered to save time, energy, space, money? Are you keeping up with the time and labor saving products on the market that lessen and simplify the work of cleaning? Would a new piece of labor saving equipment be a solution to your problem? Do you have the articles you use most where they can be most conveniently reached?

The answers to what, why, where, when, who and how will give you insights into your present pattern of using time. Here's where you start making improvements in your use of the daily 1440 minutes you have to spend. The supply of minutes and hours is limited, but your use of them is not.



TRY ANOTHER WAY

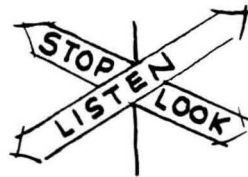
Are you one of the many persons who say they cannot plan because too many emergencies intervene? Do you feel that things never happen the way they are planned? Even if there are interferences, planning makes it easier to handle your homemaking tasks, to ignore unimportant items, to delegate some of the tasks, or to do other things to get back on the path. Remember your road signs. It is not often you set out on a long journey without a detour or two.

One of the best ways to overcome the interference stumbling block is to leave some unplanned time available every day for would-like-to-do work, a whirl at your favorite hobby, reading -- and yes, rest! Every schedule should allow enough time for each job. Don't try to do everything in one day. It'll keep! Remember who won the fabled race between the tortoise and the hare? If you walk, rather than run from one task to the next, you'll have time to sidestep the delays you see in the distance.

Your first plan may not work out perfectly; most of them don't. The next step is to figure out why it didn't work, make the changes accordingly, and then try again. Eventually you will come up with a plan that does suit your household.

When it is necessary to change and adjust, decide what is really important. If you can't get everything into the plan, maybe you're wearing yourself out with standards that are too high -- too tidy, too thrifty, too elaborate entertaining, and the like. Are you spreading yourself so thin that some duties are being performed inadequately? Do you concentrate on too few activities?

Keep priorities flexible. Analyze carefully the jobs that require immediate attention. Occasionally you need to shift your routine.



THINK BEFORE YOU START

"If I only had more time . . ." A complaint commoner than the common cold! Everyone wishes for a longer day . . . to get more work done, read those books accumulating on the shelves, attend to hobbies, travel, visit, rest. But few people realize they could easily add a whole hour to each day! Odd moments add up quickly. The secret is to salvage minutes. Some of the busiest people in the world are Minute Misers . . . and the accomplishments they've racked up during their longer days have made their names famous everywhere.

If you hate to get up in the morning, for example, take a time-saving tip from Arthur Godfrey. The radio-television star confides that he simply gets up when he wakes up and thereby gains 20 to 50 minutes a day. Linger in bed only delays the inevitable. Developing the habit of popping out of the covers when your eyes open in the morning may give you your extra hour right then and there.

The idea of jumping up first thing in the morning upsets some people to the point of hysteria. If you're one of these, listen to successful stay-in-beds instead. Sir Winston Churchill, according to an aide, has always felt that it's foolish to stand when he can sit, or to sit when he can lie down. So he spends his early hours physically relaxed in bed, propped up on pillows, and accomplishes stacks of reading, and various paper work right there. John Erskine found he could write a hundred words or so in five minutes. The result was the book "The Private Life of Helen of Troy."

Using little snippets of time here and there can be very valuable. Reading or doing certain jobs while waiting for the kettle to boil, writing a note while you are under the hair dryer, are examples for any busy housewife. In an average life span, ten minutes a day will add a full year of productivity. The habit of putting off to some vague future date a job that could be done immediately, or soon, results in a double or triple burden of duties. Develop a certain zest for a job and pride in its accomplishment. This not

only adds to enjoyment but generally gets work done more quickly. Certainly hours drag during an unpleasant task. Set a goal for yourself; start with saving a few minutes and work up to an hour. What a difference this will make!

Learn to estimate the amount of time to do a job. Spend only as much as is needed to do the job adequately. Learn to limit your time. Determine how long it takes you to gain the essentials in the newspaper. Be selective in all your reading. Develop a time consciousness. Build an imaginary clock in your mind. By doing this you may find that you will look at a clock less frequently, and still get the job done in jig time.



SAVE STEPS - SAVE ENERGY

Take the shortest path when you work. Why walk yourself to death to get nowhere? Short trips add up to large amounts of time and double energy. See how many steps you take to make a pie. By reorganizing can you reduce steps and reaching? Minutes slip away when you have to stoop and stretch to get things you use often that could be stored in the easy-reach area.

Make one job out of two. Dovetail jobs for extra minutes. How do you get dressed? Why wander endlessly from closet to bureau to mirror to shoe rack? While combing your hair, plan how to handle a certain job confronting you tomorrow. Precious minutes can be saved by setting everything out the night before.

Take time to find a quicker, better, simpler way of doing a household task. Time is a resource which can be wasted or used for the fulfillment of your objectives. Finding minutes here and there will give you more time for family, friends and fun, and for participation in activities to improve your community.

Changing times bring new ideas, new products and new methods. There is an answer to every problem if you look for it. The answer may be one of the corner cutters that follow. Look them over. Try some of them yourself. Be careful that you don't decide against one of these ideas out of sheer prejudice or unwillingness to discard an old method for a new one. How many of these are new to you? How many of these new ones can you apply to save you time, energy, money or space?

Once you have begun putting all your 1440 minutes a day to good use, people will marvel at all you're accomplishing -- with time left over to enjoy leisure hours to their fullest. You'll be proud of your own improvements, and perhaps you'll have brand new secrets of your own to share with your friends.



MAKE DAD AND THE KIDS ACTIVE MEMBERS
OF YOUR CREW. THEY WON'T REALLY
MIND SHARING THE LOAD.

Provide plenty of closet space, shelves, hooks and drawers for the family's clothes. They'll be less apt to "sling" and "pile" clothes around.

Some clothing can be successfully cleaned at the coin-op. Others should be done by a professional. In either case, it's safer and easier than a do-it-yourself drycleaning at home.

When your automatic equipment needs repair, call a reputable serviceman. Don't tinker with it -- you can make a bad matter worse.

Give the kids a choice of jobs. They're more willing workers than when a job is arbitrarily assigned. Alternate the job among them. Try arranging selection of a new job on birthday.

Let youngsters help pack school lunches each morning. The night before make sandwich filling; make carrot strips, get out spoon, if needed; put napkin in the lunchbox.

Make some one member of the family responsible for leaving the living room in order at night. Might alternate individuals, at set intervals.

If your youngster irritates you by never hanging up his towels, perhaps it's because he can't reach the towel rack!

Towels dry better if every family member **has his** own towel rack, long enough to spread towel and face cloth.

Everybody clean muddy shoes before coming into house -- or shed them before coming in.

Rinsing your hands thoroughly after washing with soap and water prevents stains on towels and avoids the need for special treatment on laundry day.

If you have a back hall, consider putting a big sheet of pegboard on one wall so dad and the kids can hang sports equipment there for easy access and replacement. Handy for everyday jackets, scarves, caps, mittens.

Each member clean lavatory or tub after use -- no messy bathroom waiting for you to clean.



IS THAT TRIP NECESSARY? MUCH DUPLICATION OF EFFORT CAN BE ELIMINATED IF YOU ORGANIZE YOURSELF AND YOUR JOB, YOUR EQUIPMENT AND SUPPLIES.

Assemble a cleaning kit to tote with you from room to room. No running back for scouring powder, and again for furniture polish -- and again and again for things you couldn't carry or you forgot. Use your utility table so you don't have to carry it.

Dash cold water over egg beater immediately after using.

Carry a purse-size list of sizes for each member of your family as a ready buying reference. Saves the extra trip to exchange for the right size; and is handy when the "just right" thing is spotted on special sale.

Store your iron near ironing board.

When sewing, hang the garment on a hanger as soon as the construction process allows. This prevents wrinkling and need for frequent pressing.

Wash up pots and pans, or at least rinse and put to soak as you use them.

Store items used together at the point of first use. Shortens mileage and avoids criss-cross. If you store your aprons in the dresser in the bedroom why not the P.J.'s in the kitchen!

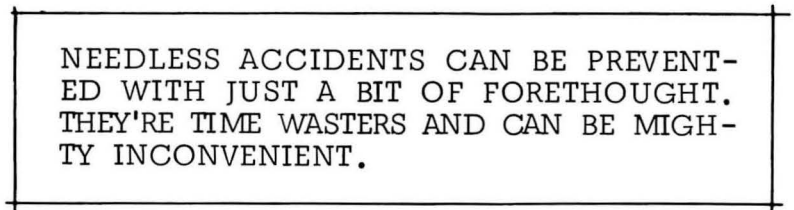
Scrape dishes with rubber spatula or wipe with paper towel before stacking.

Try a garment for fit before you buy it -- it takes time to return or exchange an item.

Watch cooking temperatures to see that food doesn't get a chance to scorch.

Soak egg, starch and milk dishes in cold water. If there's some grease, use hot water after cold.

Keep a basket at the bottom of the stairs for items that should be taken up. One trip up and everything goes.



Stairs equipped with a sturdy handrail give security whether you think you are falling or not. A nasty fall can lay you up and look at all the time and misery it can cost you.

Defective electrical appliances are both inefficient and dangerous.

Time out from a cut hand that reached into a drawer for a knife can be saved by storing knives on a wall rack or in slots in a drawer. Easier to grasp -- and protects sharp edge of knife too. Needs sharpening less often.

Sharp knives are less hazardous than dull ones. Keep them sharpened so they will cut as expected, with less pressure.

When washing and drying dishes, do the cutting knives separately. Never put them into the sudsy water with the other silver or tools, unless you like bloody dishwater.

Use a good can opener that leaves a smooth edge.
Jagged metal edges make painful flesh wounds.

Trying to reach a high shelf in the closet or cupboard? Stand on a sturdy stepstool or ladder, not a wobbly chair or box.

Turn handles of utensils on the range so the little folks can't reach them; and your dress or apron strings can't get caught on them.

When using coin-op dry cleaners, make certain clothes are thoroughly dry before placing in a closed car. Provide ventilation in car to prevent being overcome by fumes of cleaning agent.

*Never administer medicine or an antidote for poison unless you are sure what you are doing.

*Poisons -- both medical and utility cause many deaths and even more illnesses each year. Label clearly. Store properly. Use correctly. Keep out of reach of children. Slow down when emotionally upset. A thoughtless move made under the stress of blind anger or sorrow can bring cuts, bruises, burns or other harm.



LAST MINUTE RUSH, TOO MUCH TO DO
IN ONE DAY, CAN TAKE THE JOY OUT OF
LIFE. PLAN AHEAD TO MINIMIZE LAST
MINUTE CHORES.

Wrap silver flatware in plastic or line drawer with treated flannel to prevent tarnishing. After cleaning hollowware, coat outer surface with cream furniture wax and polish. Retards tarnish and is easier to remove by washing in warm, sudsy water.

Save storage space by nesting small gift boxes inside larger ones.

Tear greens, quarter tomatoes, slice cucumbers and scallions ahead of time and place in a plastic bag and store in refrigerator. At mealtime add your favorite dressing and toss right in the bag.

Get the habit of cleaning and trimming fresh produce before putting it away.

Cover company dishes with plastic film to keep them clean. Eliminates necessity for washing them before a holiday -- or any other extra company or activity day.

*"Poisons in the Home" - (E.C. 63-1169) gives an extensive list of poisons in the home and directions for coping with accidental poisoning. Available at your County Extension Office.

Keep drawers neater by using boxes or dividers to separate items -- small items of clothing, small kitchen tools, jewelry.

Make maximum use of cupboard space. Save that wasted three to six inches headroom right in front of you over dishes, condiments and the like. Use step-shelves. You may have to make them to fit, but it's well worth the time and effort if it uses easy to reach area to the fullest.

Good hospitality short cut -- store best tablecloth or mats in plastic film together with matching napkins. Keeps 'em fresh and ready to use.

Keep a Christmas greeting card record. Books are available at most dime stores. Current list of those sent and received is easy to keep up to date. Check off as cards arrive and next year's list is almost ready.

Start updating the Christmas card list at Thanksgiving time. Changed addresses, added and subtracted names since last year.

Clear out storage areas regularly. Discard, give away or put in dead storage those gadgets, linens, dishes and treasures you don't really use.

Off-season clothing can be taken out of regular closets and stored elsewhere (hanging, of course). Makes closet more convenient for day-to-day use.

Blend one cup of butter with one cup of flour. Chill and cut into 16 cubes. Each will contain one tablespoon of butter and flour. Store in freezer. One cube in a cup of hot milk, cooked until thick (stir constantly) and voila! a cream sauce in a hurry.



SOMETIMES YOU GAIN TIME, ENERGY AND MONEY BY TAKING A DETOUR. STEP OFF YOUR BEATEN PATH TO CLEAR UP JOBS YOU'VE BEEN PUTTING OFF. YOU'LL FIND THAT THEY TAKE LESS TIME THAN YOU EXPECTED. AND WHAT A RELIEF TO GET THEM OFF YOUR MIND. EVEN DULL WORK CAN BE MADE INTERESTING WITH SOME NEW METHODS AND COMMERCIAL TIME SAVERS AVAILABLE.

Make a list of the jobs that can be done in five minutes -- sewing on a button, washing a light fixture, straightening or cleaning a dresser drawer, washing separate white collar, and the like.

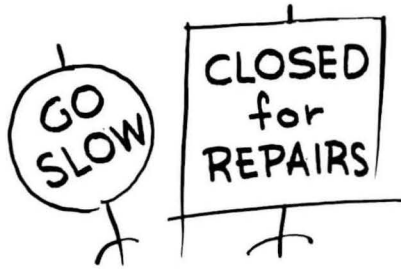
Now make another list of things that take a little longer -- ten to fifteen minutes -- recording in your account book, sorting and removing unused clothes from the closet.

Plan to alternate strenuous jobs with sit-down ones to conserve energy.

Many interruptions can be avoided if "that task" is done at a different time of the day or different day of the week.

Informal entertaining is chic today. Forget the formal table cloth, heirloom silver. Set up buffet style, use throwaway dishes and make the center of interest some eye-catching food guests can handle themselves.

Use mixes. Many are less expensive than if they've been prepared from scratch at home. Convenience and time-saving features may outweigh strict economy in some cases.



WORK SMARTER, NOT HARDER, SAYS A POPULAR MOTTO CARD. IT SAVES TIME TO TAKE TIME TO THINK. THE OLD ADAGE "A STITCH IN TIME SAVES NINE" IS STILL GOOD.

Treat stains immediately. Heat, soap, syndets, water and age often set them. But know what the stain is before you start. Have a copy of "Common Stains-How to Remove Them" (E.C. 62-1159 available at your County Extension Office) handy for ready reference.

Ever have trouble with wire coat hangers making rust marks on your clothing? Paint them with fingernail polish.

Mixing chemical housewares is dangerous business. Never mix chlorine bleach with stool cleaners, ammonia, etc. Gases formed are often deadly. Good ventilation is important.

Before you start mixing a tasty dish for dinner, check your recipe. Do you have everything you need? Enough?

Repair worn steps, loose floor boards, weakened handles on utensils, frayed electric cords and faulty appliances. Accidents from disrepair are neither time, energy nor money savers.

When spraying with household chemicals, keep the children out of the room.

Whenever possible, use the sewing machine to repair clothes and household linens. Faster and sturdier.

Wipe up spilled grease from the kitchen or utility room floor immediately -- in the interest of safety.

Keep needles threaded in standard colored threads. Buttons can be quickly replaced before they are lost, minor repairs will take seconds, and the "stitch in time" idea is more workable if a needle is already threaded.

Remove dents in rugs after furniture has been moved by holding a steam iron a fraction of an inch above the surface.

Stop to check up on yourself! Work from a list of jobs to be done for the day or week. There's a real feeling of accomplishment in crossing a job off as it is completed.



HABITS ARE HELPFUL IF YOU DON'T ALWAYS INSIST ON DOING THE JOB THE SAME OLD WAY. A CHANGE MIGHT BE QUICKER AND EASIER.

Learn to sit to work. Much of your ironing can be done while seated if you arrange to have your ironing surface and chair the right height for you. Plan for a surface on which to lay folded articles. An ironing caddy set nearby can take garments on hangers.

Alternate standing and sitting jobs to lessen fatigue from either.

Don't always wait until morning to set the breakfast table. Try doing it the night before just after washing the dishes. Maybe some of the evening's dishes can be placed directly on the table instead of going into the cupboard.

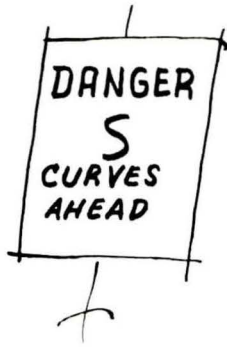
Keep up with new cleaning products -- and try them! Don't overlook new metal cleaners that retard tarnishing; metal cleaners; protective sprays to lessen and simplify cleaning of ovens.

Outsmart oven cleaning. For ovens, a silicone protective spray cuts cleaning time to a minimum. It shuns grease. Oven wipes clean easily - banishes burned-on grease.

If you've never tried using fitted sheets, you should. Bedmaking goes more smoothly, sheets stay in place. Children find it easier to make beds neatly.

Next time you stock up on cleaning supplies and equipment, consider the advantages of duplicate sets in various areas of your home. The kitchen, bathroom, and laundry should each have its own special set of soap, syndet, cleansers, and cleaning tools. And a two-story house needs a complete cleanup kit on each level.

When hard cooked eggs are not on hand, poach eggs hard for use in salads.



BE CURVE CONSCIOUS. STOOPING AND POOR LIFTING TAKE ENERGY YOU CAN'T AFFORD TO WASTE. OVER-FATIGUE IS CAUSED MORE OFTEN BY POOR POSTURE HABITS THAN BY THE JOB ITSELF. MAKE THE TOOL FIT THE BODY RATHER THAN FIT THE BODY TO THE TOOL.

When lifting something from the ground, bend the knees instead of the back.

When pushing, pulling or lifting hold the muscles of the abdomen taut.

Provide work surfaces of the correct height so that you can stand or sit comfortably.

Stand correctly -- lift up in front, pull down in back.

Frequent, short rest periods during the day represent a thrift practice to improve disposition as well as personal health. Fatigue dulls the senses and slows reaction to danger.

Use a long handled dust pan that lets you stand erect when sweeping into it.



DOUBLE LANE HIGHWAYS SOMETIMES MERGE INTO ONE. TRY COMBINING AND ELIMINATING TASKS.

Keep squares of unfrosted cake in freezer. To serve, warm in double boiler. Serve with warm chocolate or butterscotch sauce for a quick cottage pudding.

Save stale bread. Make into fine crumbs, store in a covered jar in refrigerator, ready for immediate use.

Prepare flavored sauces and syrups in advance -- good for a variety of quick treats -- ice cream topping, in milk beverages, over fruits, cake filling.

Line roaster with foil -- save scouring.

Use a cream wax to clean fingermarks from furniture, cabinets and appliances. Keeps soil on these surfaces at a minimum.

Fit a piece of glass on window sills or table tops where you keep plants.

Water softener in the bath keeps away the hard water mark, makes tub cleaning easier. Helps too, to use a syndet bath bar.

Cut more than one garment at a time (simple garments such as pajamas and aprons).

Empty vacuum cleaner bag before running over the last rug. The dust and dribblets are swept up in the normal cleaning. If you have disposable bag type, so much the better.

Remove clothes from the dryer before they are dried.
Roll loosely and they're ready to iron.

Boil enough potatoes to serve some whipped for one meal, hash browned or cottage fried another, and au gratin another.

Market once a week, if possible, on a day and at an hour when stores aren't too crowded.



THERE'S A SHORT AND A LONG WAY, AN EASY AND A HARD WAY TO DO ALMOST EVERY JOB. NEVER LET IT BE SAID THAT YOU RESIST LEARNING NEW WAYS TO DO OLD JOBS.

A rotary blade peeler works faster and cuts thinner than a paring knife for potatoes and carrots. Good for stringing celery too. Lower ends of asparagus can be used when outer tough layer is whittled off with a rotary peeler.

Use the right tool, whatever the job -- right size, shape, and in good condition.

Save ironing and cleaning bills by shopping for clothes that are drip-dry. New finishes for cottons, man-made fibers and blends are available in apparel of different types for every member of the family.

Soft floor coverings cut mountains of time, and energy, according to research studies.

Air-dry dishes to cut dishwashing time and save on dishtowel laundry. Better yet, plan for an automatic dishwasher to save you 37 minutes a day. Can even cut doctor and hospital bills because of type of syndet and hotter water than handwashing.

Mark and file labels and hangtags for ready-mades near laundry area for quick reliable washing instructions, precautions.

Set a pretty table and save laundry with mats that are quickly wiped off with a damp cloth. Paper napkins are also big time and energy savers; and they come in many attractive colors, designs, textures and sizes.

Ice trays won't freeze to refrigerator surface when a folded paper towel is under them. No need to chop free, risk injury to yourself or damage to equipment.

A 36" x 56" piece of plyboard placed on an ironing board forms a convenient cutting surface when you are sewing. Better height than floor, bed, or dining room table.

Fold double layer of paper towel in the bottom of the vegetable crisper. Delays rust of lettuce and makes drawer easier to clean.

Cut several liners for drawers at one time. Put all of them in the bottom of the drawer. When the top liner becomes soiled, remove it, leaving a clean one exposed.

Choose fabric furnishings with easy care in mind, such as drip dry curtains and finishes that resist oily stains on upholstered furniture.

When sewing, place bastings just to one side of the proposed stitching line. Easier to remove bastings when they are not caught with machine stitching.

There's less mess if cooking spoons rest on a piece of foil or a spoon dish.

Flour chicken or sugar doughnuts in a paper sack. Close the top and shake. Save leftover flour for gravy, and leftover sugar for baking.

Line wastebaskets with sacks. On emptying day, take away full sack and put in a fresh one.

Keep a list of frequently called numbers taped to the telephone table or inside the front cover of your telephone directory.

Tie a mechanical pencil or ball point pen to the phone, tape down a pad of paper so you won't have to hunt them up specially.

You needn't be an acrobat to wash the outside of ground floor windows. Stand on the lawn and use a long-handled string mop or sponge mop saturated with warm syndet suds. Then rinse with a garden hose and windows will dry sparkling clean.

ACKNOWLEDGMENTS

Mrs. Clara N. Leopold, Home Management Specialist, Extension Service, University of Nebraska College of Agriculture and Home Economics, and author of this circular, gratefully acknowledges the assistance of the following persons and publications: Anna Marie Kreifels (formerly Extension Specialist, Clothing), Area Agent, Wayne, Nebraska; Ethel Diedrichsen, Extension Foods Specialist; Dr. Dorothy Larery, Head, Home Management Department, University of Nebraska School of Home Economics; Faith Prior, Extension Home Management Specialist, University of Vermont.

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