

# ORGANIZE YOUR LIFE

Couples  
Masterclass



# WELCOME

As a Relationship Coach, I have worked with many individuals and couples from all walks of life. One thing that is the same among 99% of them is the lack of an organized, cohesive life where both people know what is going on daily.

While I work with these people to help improve their relationships at the most fundamental level, I would be doing them a series disservice if I didn't simultaneously help them to work together as a team in the smaller details of life.

You might think right now that it is fine to figure out what's for dinner at the last moment night after night or that it doesn't really matter if you plan a regular date night.

It might not seem urgent to you to make sure your partner is in the loop with your ever changing work schedule, but I assure you it is more important than you think.

As a mother of two young children who runs a successful business, hosts a weekly podcast and is writing her third book, there is no way I would have time and energy to connect with my husband or myself without the exact process within these pages.

Read it and apply it. It will change your life.

~ERIN AQUIN

# BRAINSTORM

---

In this step you will write down anything and everything you want to put on your task and to-do list. **THE RULE: If it gets said out loud it goes on the list. No editing at this stage. Write everything down.**

If you need help getting started you can brainstorm in this order.

**1. Personal and self-care (one person at a time):** health and wellness appointments, personal grooming appointments, time alone, creative outlets, relaxation time, classes and workshops etc,

**2. Couple and family:**

date nights, weekly family meeting, home projects, vacations, socializing, kids activities, parties and events,

**3. Home and Daily Logistics:**

Bills/ finances, maintenance and reno's, cleaning, daily logistics: meal planning, school drop off/ pick up

**4. Work (one person at a time):**

meetings, travel, projects

**5. Other:**

any other task or to-do you can think of

# BRAINSTORM

---

**BRAINSTORM YOUR COUPLES MASTERLIST HERE** *(USE ANOTHER SHEET IF NEEDED)*

# EDIT

---

Next you will edit your master list. Go back and for each item as yourself

1. "Does one or both of us want to do this?"
2. "Does one or both of us need to do this?"

**For things that you don't want to do and don't need to do, cross them off the list now or hire someone else to do this task for you (i.e. If no one wants to shovel snow, add a task on your master list to hire someone for snow removal).**

If you determine that an item is a "want to do", "need to do" or *both*, decide if it is something to be dealt with in the next seven days or in the future.

Add your tasks and to-do's for this week to the This Week List and your future items to the Future List.

As you write your This Week List break any bigger projects down into manageable steps. For instance if the item is Paint Bedroom, write down each step of that process

- pick paint colour
- buy paint and supplies
- tape along trim
- cover furniture
- paint bedroom

**THE RULE: It is important to re-write or re-type each thing into its own list. If something doesn't feel worth re-writing to you, then you may want to question whether it is important at all.**

# THIS WEEK LIST

---

**WRITE YOUR LIST OF THINGS YOU WILL DO THIS WEEK** *(BREAK DOWN  
BIGGER PROJECTS INTO MANAGEABLE STEPS)*

# FUTURE LIST

---

**WRITE YOUR LIST OF THINGS YOU WILL DO IN THE FUTURE** *(NO NEED TO  
BREAK DOWN BIGGER PROJECTS FOR THIS LIST RIGHT NOW)*

# TIME & ASSIGN

---

In this step, go back to your This Week List and assign the time you will allow for each task on your list. Be realistic about how much time you want or need to spend and when in doubt give yourself more time than you need.

It will look something like this:

- pick paint colour (40 min)
- drive to store buy paint and supplies (90 min)
- tape along trim (60 min)
- cover furniture (20 min)
- paint bedroom (120 min)

**THE RULE: If something is going to take more than 3-4 hours consider breaking down the steps involved further. Smaller steps and time blocks are easier to schedule and accomplish for more people.**

**NEXT, assign who is in charge of each task on the list. There is no right or wrong way to do this. After each person has claimed their own personal and work tasks, you may decide to divide the remainder evenly, based on interest, based on who has a flexible schedule or any way you as a couple decide is best.**

**If there are tasks that neither one of you want to do but you decide they MUST be done, get creative, can you alternate who does these each week? Can you hire someone to do it? Can it be automated?**



# SET UP YOUR SYSTEM

---

If you like to use a physical calendar you will need to make sure you both have every item you are responsible for on your calendar.

Personally, I like to use a digital calendar (currently it is Google Calendar) because I can easily block out my time and even "invite" my husband to time blocks where I will need his involvement.

For instance, if I am teaching a class or have clients booked on a Tuesday from 6-9pm, I simple "invite" him to that event and he knows I am busy working and he will need to do the bedtime routine with our children.

This alone will eliminate so many tense moments because you will both know what time is free for both of you and what time is spoken for.

If you choose to use a google calendar you can learn how to set it up here:  
<https://support.google.com/calendar/answer/37095?hl=en>

Learn how to send an invite here:  
<https://support.google.com/calendar/answer/37161?co=GENIE.Platform%3DDesktop&hl=en>

# CALENDAR YOUR TASKS

---

Once you are set up the fun can begin. Now you are going to go through your lists and block out the hours of time you assigned on your actual calendar.

It is important to follow this method so that your self-care comes first and you don't try to fit the important things in the leftover space.

Put each item on the calendar in this order:

1. Self care and personal time
2. Couple time
3. Family time
4. Home responsibilities (food plan, cleaning, maintenance)
5. Work time
6. Social and Holy Sh\*t time
7. Anything left over

## **A Word about "Holy Sh\*t" time:**

As a parent of young kids and a business owner, I like to create 2-4 hours each week of emergency time that I can use if something interrupts my schedule. For instance if my kids get sick and can't go to preschool then I have already created time I can finish my podcast or coach my clients. If everything goes according to plan this becomes fun extra time I can do what I want.

# FINAL THOUGHTS

---

This process takes practice.

Expect that there will be many times your calendar tells you its time to workout or make dinner or clean the bathroom and you simply will not feel like doing it.

This is normal. Your brain wants to do the most comfortable, easy thing it can in every moment. Sticking to your calendar takes effort so just expect that your mind won't want to.

Try this. IF you don't feel like mowing the lawn when your calendar says it is time to do it, remember that you are fully allowed to skip it, but if you do skip it you aren't going to allow yourself to do anything else within that time slot.

Be disciplined with yourself and don't allow yourself to go sit in front of the TV instead, sit and look at the wall. Give yourself two options. Do the thing you chose to do when you set up the schedule or do NOTHING.

Remember you don't have to be excited about the next thing on your calendar but every time you honour it, it is an act of self-care and self-discipline that will improve your life and help you achieve more and more.

If you need more support to help you get organized, email me:  
[erin@revitalizeyourrelationship.com](mailto:erin@revitalizeyourrelationship.com)