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You know you need a clean home. You’re supposed to be nice to your kids. You want to be efficient with your work. Your home needs to be comfortable. How do you keep up with it all and not hyper-focus on some aspects of home management while letting others go?How do you avoid being the mother who is efficient but not effective? Or the mom who is nurturing and effective but a time-management failure?How do you keep from being the homemaker with a clean, but stiff and uncomfortable home, or on the other hand, being the homemaker with the home that is relaxed and fun but also a dirty mess?How do you be frugal without being being stingy and sacrificing health and comfort? You keep all the things in mind all the time. And how do you do that? With a list of the 12 principles of home management! This list will help guide your homemaking and help you balance everything out. I made this list many years ago of the 12 principles that I think are most important in home management. They’re not necessarily in order of importance. They’re just in the order that made sense to me at the time (actually it still does!). In some cases it’s pretty clear what that principle means. In others, it may require a little more explanation. I included, after each principle, other words that illustrate what that principle means, what it involves, and how it is expressed in the management of a home. I’m sure there are others that could be added! Safety first! Yep, there’s definitely a reason this one is on the top of the list! Safety involves things like cleanliness, healthfulness, soundness, functionality, love for others, and order.Safety in the home includes physical safety, spiritual/moral safety, and mental/emotional safety. It includes not only the safety of the family members (and visitors) but also the safety of your personal property. A home should be comfortable, a place you actually want to be. Comfort involves things like creativity (a dull life isn’t a comfortable life!), flexibility, quality, cleanliness, and peacefulness.Comfort includes physical comfort as well as mental/emotional/social comfort. Healthfulness goes a little deeper than safety, which deals more with harm that can happen quickly. Healthfulness involves activity (physical and mental exercise!), order, temperance (self-control, avoidance of that which is harmful and moderation with that which is not harmful), and cleanliness. And laughter. And love. It all matters.Healthfulness includes physical, mental, emotional, and spiritual health. Cleanliness involves purity, order, simplicity, and healthfulness.And yes, it’s more than just the cleanliness of your physical environment! Convenience involves functionality, comfort, order, simplicity, suitability, and organization. It’s about things being “handy,” easy to use, and suitable. It helps create efficiency and comfort in the home. In a way, economy and efficiency are the same thing applied to different areas of life. Economy is about a prudent use of money and other resources, efficiency is about a careful use of time.Economy and efficiency involves temperance, moderation, balance, organization, resourcefulness, provision for the future, and diligence. Not lower on the list because it’s less important, but hopefully it comes a little more naturally and easily than cleaning routines. Hopefully!Love and concern for others as a home management principle is about remembering that the point of the home is the people in the home, and therefore the purpose of home management is to benefit the people in the home. The point isn’t cleanliness or frugality or efficiency, or meals, or education, or work, or fun, or entertaining. The point is the people (and the glory of God). Simplicity involves order, economy, and moderation.Simplicity isn’t about doing without things you need. It isn’t even about doing without things you just want (although you have to do that for the sake of choosing what’s better). Simplicity is about a lack of overwhelm, unwanted complexity, overwork, over-stimulation, distractions, and clutter. Order involves self-control, self-discipline, communication (you can’t have order in the family without good communication!), simplicity, cooperation, and organization.Order isn’t just about the orderly arrangement of stuff. It’s about order in responsibilities, activities, thoughts, communication, and more. Balance includes temperance, moderation, flexibility, and prioritizing.Balance isn’t about doing equal amounts of everything. Balance is about doing (being, having) the right amount of the right things. It’s about avoiding: Hyper-focusingNeglectOne-sided thinkingIntemperanceOver-workingOver-committingInappropriate prioritiesInconsistency Integrity, as a home management principle is about much more than being an honest and reliable person (although it is that too!). It involves humility, individuality (letting each member of the family be their own persons), authenticity, modesty, honesty, reserve, excellence, quality, soundness, purpose, dependability, faithfulness, simplicity, and diligence.It applies to people, your house and other buildings, stuff, your witness as a family, your routines and lifestyle, your principles. Seriously, management isn’t all about control and restrictions. Not at all. The home definitely needs order, and self-control, and discipline, and hard work, and other like virtues and principles, but that’s not all! You’ve seen hints of that above (comfort, creativity, flexibility), but I think it deserves a principle all it’s own.Freedom as a home management principle involves flexibility, a relaxed attitude, variety, individuality, peacefulness, and comfort.It’s about freedom FROM things like anxiety, clutter, overwhelm, chaos, dirt, etc, yes, but also (and more so) about the way you go about managing your home and family. That’s it! The 12 Principles of Home Management. Yeah, that’s a lot of principles to keep in mind but NOT when you have a handy printable to stick on your wall or in your home management binder for easy reference. You may also like: Welcome to the world of home management, where organization and efficiency reign supreme. Have you ever felt overwhelmed by the demands of maintaining a household? From cleaning and maintenance to budgeting and scheduling, the responsibilities can seem endless. But fear not, because home management is here to simplify your life and bring order to your chaos. In this article, we will delve into what home management is all about and why it is essential for every homeowner. Whether you are a busy professional, a stay-at-home parent, or anything in between, effective home management can help you create a harmonious living environment and save you precious time and energy. From decluttering and organizing your space to developing routines and systems that keep your home running smoothly, home management encompasses a wide range of skills and strategies. We will explore practical tips and expert advice to help you streamline your daily tasks, improve productivity, and achieve a more balanced and enjoyable lifestyle. So, if you’re ready to take control of your home and transform it into a well-oiled machine, join us as we unravel the secrets of successful home management. The significance of home management cannot be overstated. A well-managed home is not merely a clean and tidy space; it is a sanctuary that promotes well-being, reduces stress, and enhances the quality of life for all its inhabitants. The ability to effectively manage a home means that resources are used wisely, daily tasks are accomplished seamlessly, and there is a sense of peace and order that pervades the entire household. A crucial aspect of home management is the prevention of problems before they occur. By staying on top of maintenance and organization, homeowners can avoid the pitfalls of disrepair and clutter that often lead to costly last-minute repairs and heightened anxiety. A proactive approach to home management is not only cost-effective but also conducive to a more relaxed lifestyle. Moreover, good home management is deeply intertwined with time management. It allows for the prioritization of tasks, ensuring that important duties are not neglected. When home management is done right, it affords homeowners the luxury of free time, which can be used to pursue hobbies, spend quality time with family, or simply relax and recharge. The ripple effect of a well-managed home is far-reaching, impacting every aspect of personal life. Home management is a multifaceted endeavour that involves a variety of responsibilities. At the core of these duties is the maintenance of the home’s cleanliness and order. This includes routine cleaning tasks such as dusting, vacuuming, and disinfecting surfaces, as well as the organization of household items to ensure that everything has its place. Another fundamental responsibility is the management of household finances. This entails budgeting for monthly expenses, planning for future financial goals, and tracking spending to prevent overspending. A well-managed budget not only keeps the household running smoothly but also provides peace of mind, knowing that finances are under control. Additionally, home management encompasses meal planning and preparation, which is essential for maintaining a healthy and balanced diet. It involves scheduling time to shop for groceries, planning meals ahead, and ensuring that food waste is minimized. Proper meal management contributes to the overall health of the household and can be a delightful way to bring family members together. Effective home management is rooted in organization and the ability to declutter. A clutter-free home is synonymous with a clutter-free mind, and the act of decluttering can be incredibly cathartic. To begin, it is advisable to tackle one room at a time, sorting items into categories of keep, donate, or discard. This methodical approach prevents the task from becoming overwhelming. Investing in smart storage solutions is another way to keep a home organized. Utilize baskets, bins, and drawer dividers to store items neatly and accessibly. Labelling these storage containers can further enhance organization, making it easy to find things when needed. A less is more approach often works best. Regularly reviewing possessions and letting go of items that no longer serve a purpose can free up space and reduce the time spent on cleaning and maintenance. Remember, decluttering is an ongoing process, not a one-off event, and should be incorporated into the household routine for lasting results. A household budget is the backbone of efficient home management. It provides a clear overview of income and expenditures, allowing homeowners to make informed decisions about their finances. The first step is to list all sources of income and then detail all monthly expenses, including bills, groceries, and discretionary spending. To ensure the budget is realistic and adhered to, it is essential to track actual spending and compare it with the planned budget. This can be done through the use of budgeting apps or simple spreadsheets. Any discrepancies should be evaluated to identify areas where spending can be cut or income can be increased. It’s also wise to include savings in the household budget. Setting aside funds for emergencies, as well as for long-term goals such as vacations or home improvements, ensures financial stability and prevents the need for debt accumulation. Remember, a budget is a living document that should be reviewed and adjusted regularly to reflect changes in financial circumstances. Balancing home and work life is a challenge faced by many, but with effective time management strategies, it is possible to achieve equilibrium. One key strategy is to establish routines. Structured routines for morning, evening, and weekends can help to distribute tasks evenly and prevent any one area of life from becoming too overwhelming. The use of calendars and to-do lists can also greatly enhance time management. By scheduling tasks, appointments, and family activities, it becomes easier to see where time is being spent and where it can be more efficiently allocated. Furthermore, technology can be an ally in time management, with various apps available to help track and remind you of important duties. Delegation is another important strategy. Within a household, responsibilities can be shared among family members, fostering a team spirit and ensuring that the burden does not fall on one person alone. At work, learning to delegate tasks when possible can free up time and reduce stress. Home Maintenance and Repair Checklist for Proper Home Management Maintaining a home in good repair is essential to proper home management. Regular inspections and maintenance can prevent minor issues from becoming major, expensive problems. A seasonal checklist can be a useful tool to ensure that all aspects of home maintenance are addressed throughout the year. In the spring, for instance, tasks might include cleaning gutters, checking the roof for damage, and servicing the air conditioning system. In the autumn, it’s time to prepare for colder weather by inspecting the heating system, sealing windows and doors, and checking insulation. It is also important to have a well-stocked toolkit and to know the basics of home repair. Being able to address minor issues such as a leaky faucet or a squeaky door can save money and provide a sense of accomplishment. For more significant problems, however, it is wise to engage professionals to ensure repairs are carried out safely and correctly. Home security is an integral component of home management, as it ensures the safety and well-being of the household. Simple measures such as installing sturdy locks on doors and windows, ensuring that the home is well-lit, and keeping hedges trimmed can deter potential burglars. In today’s digital age, home security systems have become increasingly sophisticated, offering features like remote monitoring, motion sensors, and alarms. Investing in such a system can provide peace of mind, especially when away from home. Furthermore, fostering good relationships with neighbours can contribute to a secure living environment. Neighbours can keep an eye on each other’s properties and report any suspicious activity, creating a community watch system that benefits everyone. Effective communication is the glue that holds the household together and is vital for smooth home management. Clear communication helps to set expectations, delegate tasks, and resolve conflicts. It is important to have regular family meetings where everyone can discuss their schedules, share concerns, and plan for upcoming events. Listening is just as important as speaking. By being attentive to the needs and feelings of other household members, a supportive and understanding atmosphere can be fostered. This encourages everyone to contribute to the running of the home and to support one another. In addition, technology can aid in family communication. Shared calendars and messaging apps allow for easy coordination and updates on household matters, ensuring that everyone stays informed and involved. In conclusion, implementing home management practices can have a profound impact on the quality of life for all household members. It leads to a well-organized, smoothly functioning home where everyone can thrive. The benefits are numerous, from financial savings and reduced stress to increased productivity and a greater sense of well-being. Adopting the strategies outlined in this article can help homeowners transform their living space into a sanctuary of tranquillity and order. It may take effort and dedication to establish these practices, but the rewards are well worth it. A well-managed home is not only a pleasure to live in but also a source of pride and accomplishment. Remember, home management is a journey, not a destination. It requires ongoing attention and adaptation to the changing needs of the household. But with the right tools and mindset, anyone can master the art of home management and enjoy the harmony it brings to their lives. Home management is the process of properly maintaining a home and property and overseeing necessary household activities. Much like operating a business, managing a home requires skills such as planning, organizing, budgeting and directing. Effective home management is important for maintaining the condition of the property and the overall financial health of the family that resides there. Effective home management helps you keep things organized around the house. You'll be able to keep track of household items and you won't have to rush around looking for your keys or clothing in the morning while preparing to go to work. You'll also reduce clutter that can creep up over time if you don't have a plan to dispose of unnecessary items. You'll reduce the likelihood of running out of important supplies when you need them the most. Maintaining Property Value A home that falls into disrepair can lose value, making it less attractive to potential buyers. A home management plan should include a schedule for routine maintenance and cleaning for inside and outside of the home as well as the surrounding property. If you're not particularly handy or don't have the time for upkeep, it can be worth your while in the long run to hire a handyman or cleaning person to do some of the work for you. Home management also should include a plan to manage your household finances. Prepare a monthly budget to track expenses and eliminate wasteful spending. Develop a plan for handling bills when they arrive such as setting up a filing system with a separate file for each day of the month and placing the bill in the file for the day it should be paid. Set up a fund to cover regular household expenses such as cleaning supplies and groceries. If you have kids, getting them involved in home management can be a good way to teach them the importance of handling responsibility and managing their own household when the time comes. Give them chores or projects to do around the home and involve them in the budgeting process by encouraging them to find ways to help trim household expenses. Kids can also provide a cheaper source of labor than hiring cleaning or maintenance help. Home managementMeaning, Concept and Needs - 1st Edition (2020)Home management is the vital factor in every family contributing to the overall health, happiness and well being of the family. Management today is an important factor in every sphere of activity. The concept of management deals with achieving desired goals through planned activity. It is an essential component of family living. Home management is the natural outcome of human relationship in the home environment. When the family is established, management becomes one of the major responsibilities of the family living.Home management deals with the practical application of the principles of management to the home. Home management is the administrative aspect of family living. The study of Home management is intimately linked with values, standards and goals which give meaning to the lives, thoughts, feelings and experiences of the members of the family. These values, standards and goals which are closely related to each other, motivate the family to make decisions, to achieve their desired goals.Definition: According to Godjousson, "Household management is in all countries, the most common occupation employing the most people, handling the most money and is of fundamental importance for the health of the people."Gross and Crandall describe Home management in its simplest terms as "using what you have to get what you want."According to Kotzin, "Home management is a practical science. In home management, managing shows some degree of competence. A home in which goals are being attained with some degree of satisfaction may be considered a well managed home."According to Nickel and Dorsey, "Home management is planning, controlling and evaluating the use of resources of the family for the purpose of attaining family goals."Need for Home Management: Management plays a significant role in shaping our lives. With the changing environment, the need for management also becomes inevitable to identify and deal with problems, which emerge from change. Effective management in the home depends to a large extent on the managerial ability, interest and leadership quality of the homemaker and also their ability to motive the family members in the right direction for achieving desired goals. To the homemaker, who wants to manage her home properly and efficiently, knowledge of home management is helpful and essential.In our modern technological environment, where situations are complex and highly flexible, where many choices are possible and where values of changes more rapidly, the need for management is essential. The homemaker in order to carry out every day's works without much strain and tension should know about the various aspects of home makin Depending on the needs of a household, individuals can assist with the cleaning of homes, caring for children, planning and cooking of meals or simply managing the entire home. Learning about careers in family and consumer management is the first step to an exciting job. What means home management? The definition of home management is the process of effectively running a household. An example of home management is taking care of children, providing meals, making sure the house is clean and bills are paid and otherwise attending to the needs of the house. What is home management and why is it important? Home management is the process of properly maintaining a home and property and overseeing necessary household activities. Much like operating a business, managing a home requires skills such as planning, organizing, budgeting and directing. What are the types of home management? Types of home management you need to consider to keep your life running smoothly….Home Maintenance Washing windows. Powerwashing deck, patio, driveway. Maintaining roof and gutters. Pest control. Landscaping and mowing. Replacing broken appliances. Polishing countertops, furniture. Cleaning/maintaining flooring. What is family management? Family management has been defined as “the family’s role in actively responding to the illness and different situations of health care” (Knafl & Deatrick, 1990, p. 6). Recently, there has been an increased interest in identifying styles of family management that reflect diverse situations of illness. What is the role of home management? According to Nickel and Dorsey, “Home management is planning, controlling and evaluating the use of resources of the family for the purpose of attaining family goals.” Effective management enhances the chances of reaching the desired goals through wise decisions and effective use of resources. What is important of home management? Home management ensures your family and home are protected when disaster strikes. Having a working generator, keeping dangerous branches and trees at bay and maintaining drainage are just part of the prep required to keep your multi-million-dollar home both safe and usable. How important is home management to the family? What are the 4 steps in home management? Decisions in all these steps are made to achieve the family goals. Planning: Planning is the most important step in management process. Organizing: Controlling: Evaluation: What is the role of Management in family living? When the family is established, management becomes one of the major responsibilities of the family living. Home management deals with the practical application of the principles of management to the home. Home management is the administrative aspect of family living. What is home management and its importance? The well-known home economist Nichel stated, ”Home management is the administrative aspect of a family. To attain the desired family goals, home management helps in planning, assessing integrating and evaluating human and material resources and ensure their best use for the betterment of the family members.” What does it mean to be a well managed home? A home in which goals are being attained with some degree of satisfaction may be considered a well managed home.” According to Nickel and Dorsey, “Home management is planning, controlling and evaluating the use of resources of the family for the purpose of attaining family goals.” What is the purpose of a family home? The home becomes a foundation for the family’s shared sense of purpose while providing a springboard for each member to pursue his or her own goals. In such homes, families stay up late talking heart-to-heart about what’s on their minds. Children crowd around grandparents to hear stories. Sarasvathi. V Introduction The family is a basic unit of the society. The society as well as the family has undergone a number of changes over the years. A family today is a lot more different than it was in the olden days. As a family, people begin to work for common purpose, need for formulating a plan of action arises. In nuclear family there is great work and time demand. These demands on time and energy of homemaker are increasing because of her dual role i.e. in family and at the job place. Management plays an important role in everyday life. The meaning of management is working out of a plan in a systematic way and is an art of doing work in an effective and efficient manner. Every day we are carrying out different types of activities so as to meet our demands. Throughout life, continual interaction takes place between the individual and his environment. Man has developed a complex technological environment. Man, today, may be said to stand in the midst of a three dimensional environment: natural, human and technological. Such changes in the structure of the society, science, technology, computer technology, advancement in communication technology, population explosion, unemployment etc. affects the family life and simultaneously affecting management of resources. Family members need to cope up with such resources. Management helps to adapt these changes. To get maximum satisfaction and achieve family goals effective use of human and non-human resources is vital. Management teaches us how effectively such resources can be used. Concepts of Home Management and Steps, Implementation, Controlling, Checking and Adjusting; Evaluation of Resource Use and Feed Back Definition and Meaning: The meaning of management is working out of a plan in mental or written form in a systematic way. It is certainly an act of doing work in an effective and efficient manner. In a family or any organization, we tend to carry different types of work, jobs and activities in order to achieve family or institutional goals. Resources are utilized in a proper manner, in order to achieve these goals. Thus each activity is being carried out in a very organized way i.e. by means of planning, controlling and evaluation. In a very simple way ‘Management’ is defined as ‘using what you have in order to get what you want’. Here, in this definition, ‘what you have’ means the resources at your disposal and ‘what you want’ means the goals. Management is a process which utilizes resources in order to accomplish individual or family goals. ‘Management is or means a process consisting of three steps – planning, implementing and evaluating use of resources in order to attain desired goals’. Basic Concept of Management: In general terms the concept ‘Management’ may be said to be a planned activity directed toward accomplishing desired ends. It involves weighing of values and the making of decisions. Everyone learns to manage the resources. Some people learn to manage well, whereas some are unable to do so. The degree of competence varies from person to person. Management plays important role in day-to-day life. Each individual needs to have knowledge of managing activities. It is integral part of human life. Family life is full of various goals and achievements whether it is an individual goal or achievement or a family goal. Most of the time it is essential for a family member to take wise decision regarding the education, career, marriage of member in the family depending on their values and goals. There are specifically two concepts of management. The one is materialistic concept and the second is the Human concept. (1)Human Concept: Here emphasis has been given to all round development of the family members. Maximum use of available resources is made on each member of the family. Importance is given to human needs. Instead of taking paid help, the homemaker cooks food for the family, with special care. In case of emergency the homemaker use to simplify work by using shortcut methods of cooking or changing the menu. While doing this, many times, standards have been adjusted to suit the changing situation. Effective use of available resources, human as well as non-human, affects the quality of life. (2)Materialistic Concept: According to the materialistic concept of home management the efficiency in doing work and standardization of work is important. By doing this quality of work is improved and more perfection is maintained. Homemakers or managers try to maintain the standard and for maintaining the standard, they spend more money. For example, if the woman working outside she would prefer to have a paid help for getting the work done as per the family standards. If the family is having very high standard of cleanliness, i.e. cleaning of the house twice a day, she will take paid help to complete the work. The importance given to the standard of work is mainly highlighted. In other words, it is a process consisting of planning, organizing, implementing (controlling), evaluating and accomplishing stated objectives by the use of resources. STEPS IN THE MANAGEMENT PROCESS Decision-making, a mental activity has been shown as the core of management. The goal-directed management process as made up of a series of progressive and interdependent managerial activities, each of which requires and is diffused with decision-making. First comes planning to achieve the objectives; then organizing for performance; then controlling the plan as it is carried out; and finally evaluating the results in light of the goals each family seeks. Not all writers give these managerial activities the same names, but there is general agreement on the nature of the activities that must be carried out by all managers regardless of what resources or combinations of resources are being managed. Step I. Planning: Planning is the first step in the management process. It covers a wide range of decisions dealing with family activities, resources, and changing family demands. Because of its important role in management, planning is considered the key activity in the management process. Planning is necessary before effective organizing and control activities can take place. It provides the basis for the other managerial activities: organizing, controlling the plan in action, and evaluating the results. Goals make purposeful and integrated planning easier. They are the basis of sound planning, because they serve as a guide in deciding what work must be done and how it must be accomplished. Planning enables the individual or the group to work out the ways of using resources and reaching goals. Planning involves problem solving, which includes the steps in decision-making already given—identifying the problem, obtaining information, formulating possible courses of action, considering consequences of each alternative, and selecting the course of action that seems best. Making plans: A plan is a forecast of some future action. It suggests the course and the method of action that are thought to be best for the solution of the problem. In making plans decisions must be made as to what actions are necessary to achieve the desired objectives; why each of these actions is necessary; who is responsible for each action; and when, where, and how each action will take place. To determine these things, planners must search for available alternatives and then make their selection. When, as in a family, more than one person is involved in making a plan, communication is necessary; good communication aids in coordinating activities and making plans run smoothly. A plan of action shows the activities that must be performed to reach goals. All plans should be made to fit the needs of the individual or family group; they should be flexible enough to meet necessary changes, as well as realistic in the use of available resources. Kinds of plans: Various kinds of plans are used by home-makers in arranging their daily activities, but all may be classified as either long-term or short-term, having to do with either long-term goals or short-term goals. Long-term plans, as the phrase suggests, have to do with a sustained planning effort over a longer period of time. They give continuity to daily, weekly, or monthly plans. Many other plans cover shorter activities and take much less time to complete. These short-term plans usually must be coordinated with long-term plans. Value of planning: The value of planning, whether assumed or based on evidence, probably lies in the fact that it is done ahead of the job. Through dramatic rehearsal one visualizes the outcomes of various procedures and chooses the most satisfactory solution, thus eliminating time-consuming indecision after work has started. Pre-planning permits the job to be seen as a whole, and not only is parts are combined smoothly but they are also seen in proper perspective to each other. Planning consists of a series of individual purposive decisions which bear one upon another. In addition to the steps in decision-making already given— defining the problem, seeing alternatives, following in imagination each alternative to its solution, selecting the most appropriate of the possible choices, and accepting the consequences—making a plan requires two or three further steps. First, an order of importance must be developed in case a part of the plan must be omitted, and so that more emphasis is given its most essential parts; second, the parts of the plan must be coordinated; and third, a time sequence for carrying out most plans must be determined. The common thread in the planning of various resources, particularly those that exist in known quantities such as time, money, and some materials, consists largely of balancing the amount of the resource avail-able with the demands made upon it. Plans are alike, too, in that each must, in order to succeed, 1) be made-to-order for the individual or group who is to use it, 2) be flexible, and 3) be realistic, recognizing the frailties of mankind in general and oneself in particular. Differences occur not only in the plans for using the various resources but also in frequency of planning. Organizing consists of dividing and grouping activities and assigning them to individuals. Good relationships should also be established between the individuals to be certain that their efforts are coordinated and directed toward family goals. This results in a dynamic and productive organization. Briefly, organizing may be defined as, the process of establishing the proper relationships among work, people, and other resources, and channeling authority and responsibility. Step 2: Controlling the Plan in Action: The second step, controlling the carrying out of the plan, is, in homes, almost literally the no-man’s-land of the management process. There has been little attention given to it because the planner today is increasingly apt to be the one who carries out the plans she makes. Some people have thought of this step as merely carrying out the plan without recognition that many new decisions are required which may result in changes in the plan. If the control step has not been clearly understood by specialists in the field, it is not surprising that it has not been widely used consciously by homemakers. Controlling in the management process is the activity that aids in putting and keeping the plan in action—that keeps the organization moving. It acts as a device to channel activity in the direction of the desired results. “Controlling is concerned with making events conform to plans. This is the most challenging function in management, which draws heavily on the art as well as the science of management. The art of management is especially involved in the area of personal leadership: the effective understanding and motivation of the individual. Controlling involves a careful observation of performance. Literally, it is checking work and performances to be sure that the procedure—whether it involves tangible work or subtle relation-ships—is moving in the planned direction. Controlling includes making changes when things seem to be getting off course. Such checking may concern the quality of the work, or costs in terms of either money or time, or again it may have to do with the-feelings or the satisfactions of people. These last two concerns are so important in family living that a plan may be completely changed when one or more of the family members appear to have negative feelings or seem likely to be harmed in some way. There is an element of comparison involved in controlling a plan—comparison of the standards accepted by the group, of steps in progress toward results, and of the effect of an activity on members of the group. Control calls for both leadership and joint action in the family if goals are to be attained; it does not simply happen. Skillfully handled, it means that no one person or small group will dominate the lives of the others, but that one member will plan with others to make certain that resources are effectively used and that plans are Changed as the need arises, as in emergencies, the arrival of unexpected guests, or in an illness. It also means that some wishes and satisfactions may be sacrificed or put aside temporarily for the sake of a more important need or want. Controlling thus calls for flexibility in thinking and planning rather than a rigid and set pattern of action. It also requires that group welfare be emphasized, not personal desires. Coordinating is another means of control. It unifies activities and parts of an enterprise or plan into a harmonious and workable whole. It helps to give individuals working together a feeling of security, an understanding of the total situation, and of the necessity for cooperation if the best results are to be achieved. Skillful direction and guidance are needed to help control the plan in operation. Effective direction is required to get action from one’s self as well as from others and to keep channeling resources into useful accomplishments. Knowledge of what is to be done must be transmitted, methods and instructions for doing the task must be understood by all, and individuals must be energized into purposive activity in order to get desired results. Clear-cut instructions may often be the best guidance in order to give confidence to the learner. Where safety is involved, accuracy of instructions and directions is essential. A thorough check of available resources and decisions, and the best way to use each one is the essence of control in the management process. Controls enter- in whenever a resource is limited and alternative uses of other resources must be planned. Phases: As a plan is put into action, unless it is a very simple one, it is usually necessary to elaborate the decisions made in the planning step. This is especially true when the carrying out is delegated to others. It offers an opportunity to those carrying out plans to share in management. This elaboration comes in connection with the phases of the control step. They are energizing, checking, and adjusting. The phase of energizing, or initiating and sustaining the action, is acknowledged, though definitely not stressed. Energizing may be the relative strength or weakness of the goal toward which a person is working. Setting intermediate goals may be helpful in energizing action since they provide an opportunity for rapid accomplishment with its accompanying satisfaction. A second phase of controlling the plan in action is checking the progress of the plan, which is done automatically in many respects. The third phase of this control step is, if necessary, adjusting the plan, thus making fresh decisions. Conditions may change. During the time that delegated work is being performed, the supervisor may or may not be physically present. At times it is important that he should be or that at least he be easily available. One of the activities of the second step in management is making adjustment if and when necessary. If the supervisor is not available; he must delegate this phase of his responsibility and abide by the consequences. The success of the control step depends, among other factors, on the following: 1) suitable checking devices selected with regard to the vagaries of the individual manager, 2) promptness in checking so that adjustment may be effective if necessary, 3) new decisions made in the light of established goals and the amounts of the resources now available, especially in light of new information, and 4) flexibility in the make-up of the manager. Step 3- Evaluation The generally accepted principle that everyone should strive to secure increasingly satisfying results with the resources at hand is the core of management. The third step in the managerial process, namely evaluation, is a specific device toward that end. It is a more widely used step in management than controlling, a less commonly used one than planning. About half of the women in a food shopping study evaluated the quality of the products they bought. Their criteria of evaluation were, however, vague. This step consists of looking back over the steps of planning and controlling the carrying out of the plan to recognize that a good or a poor job has been done, either absolutely or in relation to given conditions, and to determine as accurately as possible how good a job has been done. Evaluation is similar to checking in the control step but checking is a quick step-by-step appraisal of a plan in action, while evaluation, as a separate step in management, involves a complete review of what has already taken place with a view toward better management in the future. Lewin sees four purposes in evaluation: 1) to see what has been achieved; 2) to serve as a basis for the next plan; 3) to serve as a basis for modifying the overall plan; and 4) to gain new general insight. Evaluating constantly looks toward both the process of management and the result. It thus takes place through time and at any moment of time. A considerable amount of evaluating is always associated with controlling. Checking and testing, which tell whether things are turning out as planned and whether changes are needed are in a sense evaluating. And it is through this process of evaluating that control is effected. If such evaluation goes along with action many mistakes can be avoided and better Ways devised for carrying out the plan. Evaluation as a distinct phase of the management process goes beyond merely checking as such; it takes a look at the final results and judges them to be good or otherwise. It is a broader, longer view and looks beyond the activity to its impact on the total pattern of living. Evaluation sees beyond the momentary mistakes, confusions, or changes needed, to the excellence of the accomplishment. Checking on the effectiveness or the efficiency of management requires analysis, honesty, and objectivity. It requires a sound basis for judgment. In home management the measure by which success or failure of a plan can be evaluated is the extent to which it has advanced the family’s goals or specific objectives. The more definite and clear-cut the purposes and goals, the more accurate the evaluation can be. The ability to view events objectively makes it possible to arrive at evaluations that will stimulate improvement in future planning or in carrying out plans. Learning to make intelligent self-evaluations aids materially in this accomplishment. Fundamental to all evaluation are the values, goals, and standards which an individual consciously or unconsciously possesses. It is impossible to check how far one has gone without employing a definite end point or objective. Goals, however, must be specific to serve in evaluation. Appraisal in terms of long term goals and, if possible, in terms of values has another important function, namely, creating an atmosphere favorable to evaluation of more immediate goals. Evaluation is the last stage of the management process and the one in which we look backward to see what actually has been accomplished. Few of us like to view our achievements critically because in many cases they fall short of what we had planned, or at least hoped. Evaluation rightly takes its place as a necessary preliminary to the next similar plan rather than as finale to the one that is already completed. Thus it becomes easier to be objective about evaluation because by so doing the next plan may be improved. TYPES There are two types of informal evaluation, the “over-all” variety and a more detailed kind. The first, recognizing the general quality of the job done, may be quite casual. The more detailed type of evaluation, that is, determining the degree of excellence of the managerial job, is a further step which is more revealing than the first. It is an attempt toward accuracy of judgment and consists of the separate evaluation of different parts of management. A homemaker, or anyone else, can evaluate 1) management in relation to standards and goals to be reached, 2) the process of management, 3) her own characteristics related to managerial ability, or 4) management in relation to a specific resource. In any of these approaches, motivation for change is essential. Otherwise the evaluation is mechanical and bears no fruit. Only the evaluation of the process of management will be touched upon here. Evaluating the process of management is a mean of looking critically at each of its three steps, including the third one, evaluation itself, primarily by setting up questions for the individual or group to answer. For the control step, suitable questions differ somewhat according to the resource used and to whether the manager performs the task herself or supervises the work of others. Conclusion: The process is spiral, Step 3 of one plan leading into Step 1 of a repeated or a related plan. Of the three steps in management, planning is the best recognized and perhaps the oldest. Least attention has been paid to the control step, which includes energizing or putting the plan into action, checking to see how the plan is working, and adjusting the plan when necessary, all involving fresh decisions. In home management the process may be analyzed as occurring in three steps—planning, controlling the plan as it is being carried out, and evaluating. All the steps involve decision-making. you can view video on CONCEPTS OF HOME MANAGEMENT AND STEPS, IMPLEMENTATION, CONTROLLING, CHECKING AND ADJUSTING; EVALUATION OF RESOURCE USE AND FEED BACK Web links www.businessdictionary.com/definition/forecast.html Household management refers to the various tasks and chores associated with the organization, financial management , and day-to-day operations of a home. Housekeeping is a term that is sometimes used to refer to the cleaning and physical upkeep of a house, as distinct from financial issues or outdoor maintenance.DescriptionHousehold management depends on the individual's ability to carry out instrumental activities of daily living (IADLs), which are activities necessary for independent living in the community. IADLs include:ability to use the telephoneshopping (for other items as well as groceries)food preparationhousekeeping (cleaning house, making beds, washing dishes, etc.)doing laundryusing transportation (driving own car or using public transportation)proper use of medicationsmoney managementHousehold management can be divided into several different areas for purposes of description.HousekeepingHousekeeping usually refers to the everyday tasks and chores that are necessary to keep a household clean, neat, orderly, and functioning smoothly. It includes shopping for food and cleaning supplies; food storage, preparation, and cleanup after meals; laundry, bed making, and bathroom sanitation; garbage and trash removal; floor, window, and furniture cleaning or care; and running errands.Pet care is also usually considered housekeeping; it includes not only food and water for the pet but also sanitation (walking the dog or providing a litter box for the cat) and providing the pet with veterinary care.Property maintenance and upkeepProperty upkeep covers such tasks as maintaining the structural soundness of the house; keeping plumbing, electrical wiring, and the heating/cooling system in good working order; maintaining or replacing major appliances (water heater, washer, dryer, refrigerator, etc.); and checking the house periodically for safety (good lighting, handrails where needed, rugs and carpets securely anchored, etc.) and security (locks and other security devices) measures.Exterior property maintenance includes keeping the roof, paint, or siding of the house in good shape; snow and ice removal; and lawn care or landscaping.Purchasing, insuring, and maintaining an automobile is generally considered a form of property upkeep, whether the car is kept in a garage or parked outside on the street.FinancesThe financial aspect of household management includes paying bills (tax assessments, mortgage or rent payments, utility bills, insurance payments, and credit card statements) in a timely fashion; making a budget for household expenses and revising it as needed; keeping accurate records of household expenditures and receipts; and setting aside money for emergencies or unforeseen expenses.Government requirementsHousehold management includes compliance with federal, state, or local laws regarding filing and paying taxes; Medicare and Medicaid regulations; auto registration and inspection; building codes and permits; recycling and trash pickup; and regulations about parking and snow removal.Two areas of government regulation of particular concern to seniors are jury duty and driving recertification. With regard to jury duty, some states (such as Connecticut and California) have an upper age limit of 70; seniors above this age are no longer required to serve on juries but may do so if they wish. Other states, such as New York, have no upper age limit. With regard to driving, the fact that elderly drivers are involved in auto accidents more frequently than younger adults has led some states to require recertification for drivers over 70 or require physicians to report disabilities that may affect the person's ability to drive.ViewpointsIt is difficult to generalize about a given senior's ability to keep up with the responsibilities of household management because of the many individual factors involved:The nature of the senior's disabilities, if any. An older adult may be able to manage money, file taxes, hire a plumber, and carry out other tasks that are primarily cognitive, but need help with chores that require physical strength or mobility.The senior's living situation. An elderly person living with an adult son or daughter or one in an assisted living facility has fewer household tasks or chores to complete than one living alone in a house or apartment. Similarly, a senior living in a rural area will have a different set of outdoor maintenance tasks than one living in a town or city.The senior's past experience with household management. Some older adults have carried household responsibilities throughout their adult lives, while others may have had a spouse, sibling, or other relative who took care of such matters for them. In addition, some widowed seniors who grew up with rigid or stereotyped gender roles may be at a loss to take over certain tasks that a husband or wife may have performed; older men may have difficulty with laundry, cooking, or house cleaning, while older women may have trouble with auto maintenance or house repairs.The senior's financial situation. Seniors who are financially secure can hire homemakers or other helpers to assist them with household management; others may need to seek out volunteer help or low-cost services in their community.For many older adults, a comprehensive geriatric assessment and the services of a geriatric care manager (sometimes called a case manager) may be necessary in order to determine whether the senior needs help with household management, and if so, what type of help is necessary. A professional geriatric care manager meets with the senior and his or her friends or family to discuss the senior's living situation. The care manager will then observe the senior carrying out IADLs, make notes of any difficulties the senior is having with these daily tasks, draft an action plan, link up the senior with appropriate helpers and services, and monitor the senior's care on an ongoing basis. The care manager may be hired to oversee only household management issues, or on a broader basis to coordinate nursing care, interview all home-care workers, and respond to any emergencies the senior may have. Most geriatric care managers are nurses or social workers with specialized training in elder care.KEY TERMSGeriatric assessment —A comprehensive evaluation of an elderly person's physical health, functional ability, cognitive function, mental health, and social situation.Instrumental activities of daily living (IADLs) —Activities necessary for independent living within one's community.Housekeeping —A general term for house cleaning, food preparation, laundry, and other chores typically done inside the home.A good source of information about older adults' issues with household management that includes a list of resources is the publication from the National Institute on Aging listed below.ResourcesBOOKSBeers, Mark H., M. D., and Thomas V. Jones, MD. 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