

4-H Club Housekeeping Project

HOUSEKEEPING

The Easier, Quicker, Better Way

Are you doing your housekeeping jobs the easier, quicker, and better way?

Do you do only what is actually necessary in your work?

Do you make one job of two or more?

Do you make both hands work?

Do you keep needed things in easy reach?

Do you use the best tools for the job?

Do you sit to do the job whenever you can?

Is your work well done?

Circular 410

UNIVERSITY OF KENTUCKY

College of Agriculture and Home Economics

Agricultural Extension Division

Thomas P. Cooper, Dean and Director

WHAT TO DO IN THIS PROJECT

1. Study and practice better methods for doing your jobs. Read and study all leaflets in the Mother-Daughter Housekeeping Series. (Each project group should have copies of these leaflets.)

2. Give at least one demonstration before a group.

3. Attend all project meetings held.

4. Do at least 50 hours' home work if you are 10 to 12 years old; 100 hours' home work if you are 13 to 15 years old; 150 hours' home work if you are 16 to 18 years old. Your job may be helping with the entire housekeeping, or some special work as

(a) Helping with cooking, washing dishes, and setting the table

(b) Daily care of the house or cleaning it weekly

(c) Doing personal laundry and weekly family laundry

(d) Mending and sewing for yourself and the family

(e) Looking after younger children in the family.

Try to improve your skills along some one line of work.

5. Keep a complete record of the home work that you do.

Note:— It is advisable that this project be carried out with a project leader and project meetings. Eight to ten meetings should be satisfactory. If project meetings are impossible, a girl may carry out her housekeeping work at home with her mother as adviser.

REFERENCES

Kentucky Extension publications:

HE-920 — "Ironing."

HE-921 — "Dishwashing."

HE-922 — "Bedmaking."

HE-864 — "Safe Lifting and Carrying
by Farm Women."

"Make Every Motion Count" — a playlet on better methods of housekeeping.

Every 4-H leader should have and use the above publications in connection with the 4-H Housekeeping Project. It is better that they be used by the leader rather than that they be given to each 4-H club member.

Housekeeping the Easier, Quicker and Better Way

By EDITH LACY, RUTH LATIMER, and DOROTHY GENTRY

It has been said that a fourth to a half of all the work done in industry and in the home is unnecessary. Can you do away with parts of your home tasks and have good results? Yes, you can make your work easier, quicker and even better if you plan the order of work and gain better skills. The following suggestions will help you to do your project work in a better way. Probably you can think of other ways to improve your work besides those mentioned here.

1. Study your job. Make a list of all the home work you do. For each task, write down the order in which you do it. Then see if you can change the order of doing so that you will do it easier, quicker, or better.

2. Leave out the part of the job that is unnecessary. Scald dishes in a rack and let them dry; fold sheets as they come from the line and either not iron them at all or press-fold them; in cooking, save dishwashing by using fewer utensils.

3. Make one job of two. In preparing meals, serve foods in the dishes in which they were baked and serve meat and vegetables on the same platter. In ironing handkerchiefs or pillow slips, fold as you iron.

4. Make both hands work. It saves time to use both hands. Instead of overworking the right hand, use both when doing such tasks as dusting, setting the table, and putting away dishes.

5. Keep needed things in easy reach. Needless steps mean wasted time and energy. Group the supplies and equipment needed for baking and mixing. Put all ironing equipment together. Assemble cleaning supplies in a kit or box.

6. Use the best tool for the task. Use jar lifters for removing jars from the canner, pot holders for lifting hot pans, a pastry blender for mixing biscuits and pie crust.

7. Sit to work whenever you can. If you have a high stool, you can sit while ironing or while preparing vegetables.

DEMONSTRATIONS

A "demonstration" is showing and at the same time telling how to do some one thing. To demonstrate means to "show by



Sitting while ironing and convenient arrangement saves energy and time.

doing." It is a good way of teaching, and it is also a quick and easy way of learning.

In the 4-H housekeeping project there are many opportunities for demonstrations at the project meetings. The 4-H leader may give the demonstration to the group, or she may have each girl take part in at least one individual or one team demonstration. Girls should give demonstrations of the special kind of home work they are doing. Many of the following subjects for demonstration will also suggest to you things to try at home.

Bedmaking

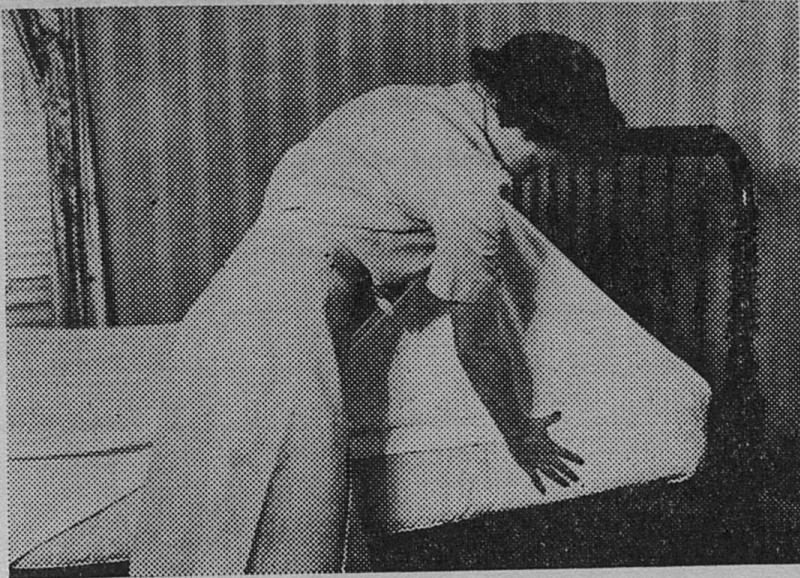
How to make a bed.

Washing and Ironing

1. This is the way we wash our clothes!
2. How to wash and "form" a sweater.
3. Ironing a dress.
4. Group equipment for ease in ironing.
5. Folding garments and household articles.

Housecleaning

1. Making and equipping a cleaning kit.
2. This is the way we sweep our floors!
3. A dustless dust cloth and dust mits.
4. Making both hands work.
5. How to make and use dry suds.
6. How to lift and carry safely.



Mitering corner of a sheet.

Dishwashing

1. Washing dishes the easier way.
2. How to make a knife rack or a silver box.
3. Arrangement of cupboards for convenience.

Table Setting

1. Correct way to set the table.
2. Table manners.

Child Care

1. Homemade toys for young children.
2. A child's clothes closet fitted with hangers.
3. A box on wheels for toys.

Flower Arrangement

How to make a simple, natural, and attractive bouquet.



Scraping dishes before stacking.

RECORD OF WORK ON 4-H HOUSEKEEPING PROJECT

Keep a daily record in a notebook or on a calendar and then enter by the week on this record

Keep a daily

Date	Kind of work	Hours worked this week

Date

RECORD OF WORK ON 4-H HOUSEKEEPING PROJECT

Keep a daily record in a notebook or on a calendar and then enter by the week on this record.

this record
hours worked
this week

Date	Kind of work	Hours worked this week

this record
hours worked
this week

PROJECT RECORD SUMMARY

Total number of hours worked _____

Kinds of work done _____

Number of project meetings attended _____

Number of demonstrations you gave _____

Subjects of demonstrations _____

Include a story of project work.

Name of 4-H member _____

Age _____ Address _____

County _____ Year _____

This is to certify that _____
Name of 4-H Member
has satisfactorily completed this project.

Signature of parent

Signature of 4-H Leader

Approved: County Extension Agent

Lexington, Kentucky

January, 1946

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