

**Ace** Your  
Life



# Ace Your Life

Life Management Skills Made Easy



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Ace Your Life: Life Management Skills Made Easy  
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## Dedication

*This book is dedicated to you, the reader,  
and I thank you for taking the time to read and  
understand the value of the contents.*



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Most of all, I would like to say a big “thank you” to those that supported the first version of this book, *The 4-1-1 on Life Skills*. Without their thirst for information and their incredible faith in me, I would not have been challenged to write a revised edition. I know the hours of internet research and fact checking will help to enlighten the lives of others.



## Preface

For years, I have been concerned that there is no type of instruction given on many of the topics in this book. So I decided to do something about it. In my generation (1970s), we took a home economics course in middle school to learn the basics of cooking and sewing. To my knowledge, this course has either been removed or made optional in the current school curriculum. I think it is a shame that this vital information is no longer required. My children were not offered this course at the school they attended.

As a parent, I feel that a basic money management and a home economics course should be required. Our children need to learn how to balance a checkbook, understand depreciation, and be able to maintain a healthy and happy home. Many young adults today do not understand depreciation. They also may not understand how certain items increase in value over the years, so it is imperative to care for these items.

There is also a need to know about 401Ks, 403Bs, and income tax retirement accounts. I didn't have this information until the age of thirty. Saving for retirement is something that should begin with your first job.

You are probably thinking that it is the parents' responsibility to teach all of this to their kids. However, there are many people who were not given this information in their younger years. It is unfortunate that many parents do not know this information to pass on to their children. If they are not learning it at home, then where will they get this information?

It is my hope that this book will help those who need it and will be shared with others who can benefit from it. This is not a "be all, end

all” book and it is not intended to replace knowledge received from trained professionals. I want to be able to take some of the burden off the next generation to allow them to focus on the important things in life. As a Registered Nurse and Leading Authority on Life Skills, I want to help the young adults of today and the next generation.

The information contained in this book can be found on the Internet and in single subject matter books. However, I wanted to try to pull everything together into one book for easy reference. Enjoy!



## Introduction

Did you ever wonder when you were getting ready to leave home for the first time, if your parents had taught you everything you needed to know to survive on your own? Did you know how to do laundry; clean a home; balance a checkbook or cook a meal? Were you aware of the different types of deposits required to either rent or buy a home? If the answers were “yes” – good for the role models that you had. Thank them every chance you get! If the answers were “no” to most of these questions – look no more – the answers are here for you.

Until you are confronted with taking care of yourself and a home, many people do not realize what is involved. It can be overwhelming to some and totally frustrating to others. Life is meant to be enjoyed. If you equip yourself with the knowledge to take care of the everyday tasks, you will then be able to enjoy other activities.

Whether you are moving out for the first time; or going it alone due to divorce or death of a loved one; or starting a family of your own, this information is for you. The chapters ahead will provide a new dimension of potential for you and your family.

Through the information contained in the following chapters, you will experience the age old, tried and true methods, the strategies that will keep you focused and on target. You will not only benefit from the rewards of your hard work, but your children will also benefit as they grow knowing they will be “prepared” someday too.

I’ve put all the cards on the table for you. *Ace Your Life*, is the “Ace in the hole” that will provide the tools and knowledge, to gain *that* something, to put you and your family on the pathway of an informed and powerful life.



## Chapter 1

# *Cleaning Supplies: A Basic List*

You do not have to have expensive cleaning supplies to do a good job. Many cleaners have several uses, so check labels to see if you can utilize the product for different types of cleaning. Do not use more than one product at a time. Products can contain harmful chemicals that when mixed could be fatal. Use gloves when cleaning with strong chemicals because your skin will absorb the chemicals. Try to purchase supplies that can be machine washed instead of thrown away after each use, such as removable dusters, mops, and cleaning rags.

### Dusting Supplies:

- Cleaning cloths (machine washable)
- Dust mop or vacuum cleaner dusting attachment
- Dusting spray and/or furniture polish (Hint: dryer sheets work well for dusting.)

### General Surface Supplies: (Use “green” supplies to help save our environment)

- Kitchen cleaner or wipes
- All-purpose cleaner
- Vinegar
- Bathroom cleaner or wipes
- Mildew remover
- Scrubbers
- Gloves

### Special Area Cleaners:

- Automatic dishwasher detergent
- Oven cleaner
- Cleaner for glass top stove
- Dish soap
- Wood polish (works well on wood cabinets)
- Upholstery spot remover
- Carpet cleaner
- Carpet spot remover
- Leather cleaner
- Laundry soap
- Laundry stain remover
- Toilet bowl cleaners
- Soft scrubbing cleanser (preferably with bleach)
- Air freshener (look for antibacterial)
- Glass cleaner

### Floor Cleaning Supplies:

- Broom
- Dustpan
- Vacuum cleaner
- Mop (replace often or wash if machine washable)
- Mop bucket
- Mopping solution (1/4 cup vinegar and a bucket of water works well). Optional: Floor Steamer – delivers a hot steam that helps to remove dirt from floor areas.