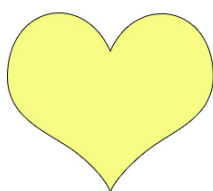


Date: _____ **M Tu W Th F Sa Su**

Must do's today:

Take some time to think thankful:



Around the house:

If there's time:

Daily tasks:

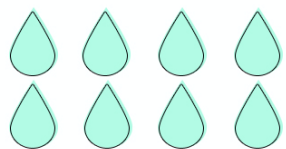
- Daily quiet time
- Connect with friends/family
- Go outside for the mail
- Write blog post & add comments
- Quick pick-up around the house

Appointments:

Time:	Event:
_____	_____
_____	_____
_____	_____
_____	_____

Time to get moving:

Dinner:



GET ORGANIZED CHECKLIST

Bedroom

Nightstand

	Empty drawers and clear off surface
	Wipe down inside of drawers and entire exterior
	Place select items on top of the nightstand (e.g. lamp, alarm clock)
	Store essentials in top drawer & select items in remaining drawers

Dresser

	Remove items that are never worn or used
	Organize drawers, rearrange items to make best use of space
	Clear off top of dresser and wipe down entire surface
	Return only essential items to top of dresser

Bed

	Decide best items to store under the bed
	Use decorative baskets for storage or hide stored items with a bedskirt

Additional Storage Needs

Storage trunk		
Wall hooks		
Jewelry cabinet		
Shelves		

Annual Get Organized Checklist

House

- Create or tweak house cleaning schedule
- Review home maintenance checklist and write in calendar reminders for the year
- Unsubscribe from catalogs and junk mail ([click here to find out how to stop junk mail](#))
- Declutter the house by donating, selling, or discarding items you no longer need

Family

- Reevaluate chores and allowances and make any necessary adjustments
- Reevaluate routines and create checklists for family members if needed
- Write in all known schedule items on the family calendar for the year
- Review family emergency plans (e.g. what to do in case of a fire)
- Clean up and reorganize the family "hub"

Meals

- Create a streamlined meal planning system
- Post a grocery list on the fridge to track items needed as they run out
- Determine 3-4 meals that freeze well and schedule one day each month to make multiple batches to keep on hand
- Clean out coupon organizer and reorganize couponing system if necessary

Money

- Create or reevaluate budget
- Develop a plan to pay down debt
- Evaluate investments and make any necessary adjustments
- Gather up paperwork needed for taxes and store in a folder or box
- Contact creditors and utility companies to negotiate lower rates
- Review insurance policies