

This Month Get Organized One Day at a Time

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--|--|---|---|---|--|--|
| <i>January 2013</i> | | 1 Write down what is motivating you to get organized? Set one goal | 2 Share your organizing goal with an accountability partner | 3 Review Holiday pics to delete blurry or repeated shots | 4 Review the Holiday spend and set up savings for this year | 5 Assemble a team and take down Holiday items |
| 6 Plan your outfits for the next week | 7 Unsubscribe from inbox cluttering email lists | 8 Purge the pantry of unused and expired items | 9 Recycle the unmatched plastic-ware in your cabinet | 10 Get a planner with room to hold appointments, tasks and ideas | 11 Take 30 minutes to prioritize desk work for next week | 12 Plan your menu for next week and buy groceries |
| 13 Make your plans now for Valentine's and Mardi Gras | 14 Recycle or shred junk mail the day it is received | 15 Share successes on our website or Facebook page | 16 Build confidence in someone by delegating a task | 17 Spend an hour decluttering your vehicle | 18 Give yourself permission to say no to something | 19 Check in with your accountability partner |
| 20 Set up an 'almost out box' near the door for donations and returns | 21 Gather an item intended for donation from each room of the house | 22 Drop off donations at a nearby charitable location | 23 Save time by setting up automatic payments for your monthly bills | 24 Place those random post its in your new planner | 25 Practice single tasking | 26 Create a home command center |
| 27 Take an hour for yourself to rest and reflect | 28 Organize your purse briefcase or activity bag | 29 Clean out a junk drawer | 30 Schedule time with yourself to stay organized | 31 Check in with your accountability partner | | |



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