



# *Weekly Organizing Tips*

*A week-by-week guide  
to get your life organized.*

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## *Dedication*

*To my daughter Randsley. You are the joy of my life.*

*May all your dreams come true.*

*And to our unborn baby-I can't wait to meet you!*

## *Special Thanks To*

*My husband, Josh, for always being so supportive of my ideas and projects. To my parents, Randy and Linda, for teaching me that I can do anything I set my mind to.*

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# Introduction

Organizing your life can be an overwhelming experience. But if you let the clutter keep piling up it will drain your energy. This booklet was designed to help you take baby steps towards establishing an organized life. Each week a small goal will be set for you. Focus on this one goal until completion and then move on to the next. Remember that these are baby steps so throughout the week move at a pace that is comfortable for you. This book will tell you what you need to do in order to get and stay organized.

When organizing remember to always start with sorting and purging. Sort items into these categories:

- 1) Trash
- 2) Donate
- 3) Return: to correct owner or place it belongs
- 4) Garage Sale or Internet Sale
- 5) Fix
- 6) Stays



**WEEK 1:**  
**Organize Your Bathroom**

The bathroom is most likely the first thing you see in the morning. If you are beginning your day in a cluttered mess, you're setting the stage for a stressed out day!!

This week's goals:

- \* Throw out all expired prescription medicines.
- \* Throw out all nonprescription medicine 2+ years old.
- \* Throw out all sunscreen 2+ years old.
- \* Throw out all makeup 1+ year old.

See this is simple! Good luck!

## **WEEK 2:** **Organize Your Bathroom**

We are still going to stick with the bathroom since this is an important room.

This week's goals:

\* Remove everything from the counter top. Clean then replace only necessity items such as soap, toothbrushes and toothpaste. Decide on a home for everything else!

\* Sort and purge what is left under your sink, in the drawers and on the shelves.

### Tips:

\* If you do not have enough shelf space, roll up your towels and washcloths and keep them in a pretty basket by the shower.

\* Need more space under the sink? Try stackable, rubber maid drawers. This is an inexpensive way to gain more room and it will definitely help you organize. The cheapest place to buy these is at Wal-mart in the home section.

\* Keep soap in a pump rather than a bar on the sink. This looks better and does not make such a mess.

\* A magnetic strip on the inside of a medicine cabinet is a great way to store tweezers, scissors, and nail clippers.

\* Keep make up in a bag instead of loose in a drawer. This will make it easy to put it away or take it with you.

\* Install hooks on the back of the door for towels or bathrobes.

### **WEEK 3:** **Organize Your Kitchen**

What is the one room in your house where everyone is welcome? The kitchen! This week we are going to BEGIN to tackle this dreaded room. This is a very important part of the house because it is probably the room that guests see the most. Many activities take place in this area, from cooking to family meetings. Therefore, it is a must that it be clean and clutter free!

Remember the first step in tackling any room is purging so here goes.

This week's goals:

- \* Throw out all those plastic shopping bags you have been saving with the exception of 10. This is more than enough to keep on hand and if you need more you know where to get them.
- \* Tackle that refrigerator! Dispose of any food that is no longer edible.
- \* Remove items from one shelf at a time and clean thoroughly with a washcloth. I know this is not fun but it is necessary.
- \* Replace items with a system. For example: Top Shelf: beverages, Middle Shelf: unprepared foods, Bottom Shelf: leftovers, 1<sup>st</sup> Drawer: veggies & fruits, 2<sup>nd</sup> Drawer: bottled water & soda cans, Side Door: condiments.

Remember baby steps. Good luck!

## **WEEK 4:** **Organize Your Kitchen**

Back to the kitchen we go!

This week's goals:

- \* Clear the counters of everything that is not used everyday. Then find a home for it.
  
- \* Throw out any spices that are more than 3 years old. If you can't smell them they are not good!
  
- \* Store the remaining spices on a turntable or stepped organizer in a cupboard (this is also a great way to store baby food).
  
- \* If you are lacking shelving, hang up anything you can ex: pot and pans, coffee mugs, a wine glass rack under the cupboard is a great idea.

Good luck!

## **WEEK 5:** **Organize Your Kitchen**

How organized is your kitchen so far????

This week's goals:

\* Go through cupboards and drawers in the kitchen and pull out all those items you do not need or use. Throw them away or donate them. For example:

-Dishes that do not match, are broken or chipped  
(The less you have the less you will end up washing!)

-Extra silverware-one set of everyday silverware is plenty

-Appliances you have not used in the last year ex: steamers,  
Popcorn poppers, ice cream makers and bread machines

-Jars and containers that you do not use (again you only  
need a small amount of these items)

-Extra coffee mugs and cups, only keep your favorites

### Tips:

\* Place all cleaning supplies in plastic baskets with handles (this will make it easy to take them from room to room while cleaning).

\* Zip lock bags are great for keeping loose items such as Tupperware lids together; this will keep them from getting scattered.

\* Place a decorative basket on top of the refrigerator for those loose items that get left up there.

## **WEEK 6:** **Organize Your Recipes**

This week's goals:

- \* Gather all the loose recipes you have laying around.
- \* Recipes are not worth keeping unless you actually prepare the dish. So sort through and toss the ones you know you will never make (let's be honest here).
- \* Start an organized recipe collection in one of the following: a recipe box, labeled envelopes, 3 ring binder with plastic slip covers, photo album with magnetic pages or enter them into your computer.
- \* With each of the above label and place your recipes in categories: Main dishes, salads, desserts, vegetables, appetizers, soup, and bread.

### Tips:

- \* Do not save another recipe until you get the ones you have organized!
- \* If you would love to get your recipes organized but do not have the time let someone else do it for you!

## **WEEK 7:** **Organize Your Laundry Room**

This week's goals:

\* Throw out all empty bottles and combine the same products whenever possible into one bottle.

\* Store the detergent, fabric softener; stain remover and bleach closest to the washer.

### Tips:

\* Use basket or bins to separate colors, darks, and whites.

\* Keep a laundry bag in here for clothes that need to be dry-cleaned. Get family members in the habit of using this and when it is full take it to the cleaners.

\* Keep a laundry basket in each family member's bedroom.

\* When you take the laundry out of the dryer place it in the correct family member's basket. Make each member responsible for folding and putting away their own clothes.

\* Hang clothes that wrinkle immediately.

\* Do not let the laundry get out of control! Throw it in while you are getting something else done.

\* Plan to do your folding while watching your favorite TV show.

\* Get children involved and make a game of pairing up the socks.

\* Teach family members to turn their clothes right side out. To enforce this do not wash anything that is not in this condition.

## **WEEK 8:** **Organize Your Bedroom Closet**

OK this is the week you have either been dreading or looking forward to...The Bedroom Closet! Do not put it off. Now is the perfect time to get that closet in shape!

This week's goal:

1) Start by pulling everything out of your closet and laying it on the bed or the floor. I know this is not going to be a pretty sight but it is the only way you can get a fresh start AND really get a look at what you have in there!

2) Next step...PURGE! I am a firm believer in passing things on to people that will get more use out of it than I do. For example, there is probably a woman, in a homeless shelter, in your area, that is in desperate need of a sweatshirt just like that one you hardly ever wear.

\*Empty your closet of all clothes that:

- A) You have not worn in over 1 year
- B) Do not fit anymore (no matter how hard you try)
- C) Are out of style

3) Pull out all of your "out of season clothes" and store them in an extra closet or in a plastic container under the bed.

## **WEEK 9:** **Organize Your Bedroom Closet**

This week's goal:

\* Hang clothes by category and then by color.

For example: hang all shirts together by color: (neutrals, pink tones, purple tones, green tones, blue tones, black etc.) This will give your closet a more organized look AND make it easier to keep it this way because everything will have a home.

\* Make sure all clothes and hangers are facing the same direction-Again this will help you get a more organized look

### Tips:

\* Hang a “over the door pocket organizer” for shoes on the inside of your closet door. This is an excellent way to organize your shoes and they will be easier to locate.

\* If you do not have enough space consider hanging a second rod off the first for pants. Look for the one that has two hooks that will easily hook over the top rod.

\* Decorative hooks are a great way to store purses, belts and scarves. If you have a large amount of scarves you can use a tie hanger.

When you have completed your goal this week everything in your closet should look tidy and be easily accessible.

## **WEEK 10:**

### **Organize Your Master Bedroom**

We are going to move on to the master bedroom. This is the one room in the house that should be your private sanctuary. A place where you can rest easily. Resting is much more difficult when you are surrounded by clutter! So let's get started.

This week we are going to focus on one goal. This may take some of you all week!

This week's goals:

- \* Clean out and organize the items under your bed.

#### Tips:

- \* Bed skirts are a must to hide this storage area.

- \* Store your clothes that are not in season in plastic, labeled containers (if you are going shopping for these, be sure to measure the height under the bed first).

- \* The clear zippered bags that bedspreads come in are also great for storing clothes.

- \* Throw away all junk!

## **WEEK 11:** **Organize Your Bill Paying System**

This week's goal:

\* Implement an organized system for paying bills that works for you.

### Tips:

\* Take advantage of your computer for this chore!

\* Check with your bank to see if you can pay your bills online. This is fast and easy and you won't have to waste envelopes and stamps. When the bill comes in the mail, you can enter the amount and the date you want to pay it. This will guarantee that all of your bills are paid on time AND you get them out of the way ASAP. Quicken is also a great tool to use for bill paying.

\* Another way to organize your bills is to keep a large envelope with a small calendar in it. Each time a bill arrives in the mail, place the bill and return envelope in the envelope and mark the due date on your calendar. When the bill has been paid cross it off the calendar. (Schedule paydays on this calendar too).

\* Ask your bank to keep your cancelled checks instead of sending them with your statement each month. If you need to look one up ask your bank to do so. This will eliminate a lot of paper.

\* After your bills are paid place them in a basket or folder until the end of the month.

\* At the end of the month, punch holes in them and then file in a large 3 ring binder. Use dividers to mark each category. For example: electric, phone, vehicle, mortgage etc. This will keep everything organized and easy to look up.

## **WEEK 12:**

### **Organize Your Child's Room**

The next 3 weeks are dedicated to organizing your child's room. This will include the following stages: Sort & Purge, Set up Homes for Stuff & Tips for maintaining the area.

This week's goal:

Go through your child's room and purge! Items that definitely need to be removed include:

- Clothes & Shoes that are too small
- Trash
- Broken toys
- Puzzles with missing pieces
- Broken boxes
- Items that belong in a sibling's room
- Toys that are too young for them

#### **Tips:**

\* Have a talk with your child about the importance of helping other children. Ask them to donate some items to a child in need. You may even set it up as a game: For example: For every toy they donate they receive 5 points. When they reach 50 points they can pick something special for the two of you to do together like getting ice cream or going to a movie.

\* If you are one of those parents that find it hard to part with your child's toy when they have out grown it consider this: If you keep 5 things a year and have two children, by the time they reach 16 you will have 160 items!!

\* Remember less is more! The fewer toys your children have the more use they will get out of them.

## **WEEEEK 13:** **Organize Your Child's Room**

This week's goals:

Start organizing what is left in your child's room. Everything needs a home.

- \* Hang a clear plastic shoe organizer on the back of their closet door. This is a great place to store all of those little, tiny items they can't seem to part with!
- \* Store items in see-through containers so that your child can locate their toys easily.
- \* Label containers or tape a snapshot of what belongs in the container, on the outside so that your child will know where everything belongs.
- \* Help your child set up a file system to store things such as stickers, artwork, birthday cards, colored paper etc.

### Tips:

- \* Use plastic chains, hammocks or shelves to display stuffed animals.
- \* Give your child a basket or tote bag for transporting toys between rooms.
- \* Zip lock bags are great for storing puzzle pieces.
- \* Use shelves whenever possible for storing toys and books.
- \* If you want your child to hang up his/her clothes make sure you place rods and hooks at their level.

## **WEEK 14:**

### **Keeping Your Child's Room Organized**

#### Tips:

- \* Use point systems.
  
- \* Set a rule that your child is only allowed 2 toys out at a time.
  
- \* If your child leaves a toy out past your time limit, place the toy in a holding spot for a certain amount of days before they can play with it again.
  
- \* Keep a colorful hamper in their room and teach them to place their laundry there.
  
- \* Make sure to treat your rules seriously so that your child will too.

## **WEEK 15:**

### **Organize Your Magazines & Newspapers**

This week's goals:

- \* Clip what you need from old magazines and newspaper and then toss the rest.
- \* Designate a specific home for the current issues that are left.
- \* Cancel the subscriptions to magazines you never read anymore.

#### **Tips:**

- \* Store current issues of magazines and newspapers on a magazine rack, shelf, crate or storage box.
- \* Use an accordion file to store articles you want to read or save.
  - Organize by category: to read, kids, home, garden, etc.
- \* Keep this accordion file with you for those long waits at the doctor's office etc.

## **WEEK 16:** **Organize Your Living Room**

This Week's Goals:

- \* Remove everything that does not belong in this room and return it to its rightful place.
- \* Clear off that coffee table! Do not leave more than a couple of books or magazines, some coasters and maybe a decoration.
- \* Designate one spot for the remote so you can always find it. Ex: a basket, drawer, or a pocket organizer that can hang over the arm of the sofa.

Tips:

- \* Hang your photographs on the wall instead of taking up space on end tables and entertainment centers. (Consider forming a collage on a wall in the hall or near the staircase).
- \* When ever possible, purchase coffee tables and end tables with drawers.
- \* Keep one basket for magazines and newspapers. Keep only the current issues and recycle the rest!

## **WEEK 17:**

### **Organize Your Manuals**

Ex: Instruction manuals, warranties, and receipts for household appliances.

This week's goals:

- \* Toss all manuals that pertain to items you no longer have.
- \* Toss all expired warranties.
- \* Staple matching information together.

#### Tips:

- \* File in a binder with clear sleeves.
- \* Make sure to remove the information when you discard that appliance.
- \* Write the make, model and serial number on the owner's manual for each item in case of theft or fire.

## **WEEK 18:** **Organize Your Mail**

This week's goal:

- \* Sort through the mail you currently have and throw away the junk.
- \* Designate a place to keep all mail that you need to save: bills, magazines, greeting cards, To Do's, catalogs...

### Tips:

- \* Cut down on junk mail. Check out [www.the-dma.org](http://www.the-dma.org) & be removed from unwanted mailing lists.
- \* Open your mail the day it arrives.
- \* IMMEDIATELY discard all junk mail.
- \* Store each family members mail in a separate basket and make them go through it.
- \* Only save your favorite catalogs. Throw away the old one when the new one arrives.
- \* Keep a paper shredder handy for all documents that contain confidential information.

## **WEEK 19:**

### **Organize Your Office**

This week's goals:

- \* Throw out all pens, markers & highlighters that do not work.
  
- \* Recycle everything that is outdated such as: letter head, business cards, pamphlets, and envelopes
  
- \* Always keep the hard drive on your computer cleaned out, search cookies and delete unwanted files. De-fragment your hard drive. (If you do not know how, ask someone to help you).
  
- \* Gather all your post it notes & form one big To Do list (if you have a "Tasks" folder on your email utilize it). Only use one calendar.
  
- \* Remove all personal items such as picture frames from the top of your desk. Hang them on the wall or bulletin board to free up space.
  
- \* Go through your To Do pile and let go of the "maybe I'll do this someday" projects.
  
- \* Get that filing done! (Keep in mind that 80% of what we file is never looked at again) If there is a copy of the document filed in another place or if the information can be easily retrieved from the internet-throw it away!

#### **Tips:**

- \* Reduce your paper clutter by entering some of this information in your computer. Check out the virtual assistant services at <http://www.organizethislife.com> if you need help getting caught up.
  
- \* Label all folders and color code when necessary by category. Do not create a miscellaneous file. This will just end up as a catch all for papers.

## **WEEK 20:** **Organize Your E-mail**

This week's goal:

- \* Delete all e-mails that you do not need including the ones that contain attachments that are already saved on your hard drive.
- \* Ask to be removed from all lists that you do not want to belong to or that send you messages you never read.
- \* Set up folders within your Inbox to organize your e-mails by category, sender etc. This will help clean out your inbox and make it easier to locate messages.

### Tips:

- \* Take advantage of the "Block Sender" and "Junk E-mail List" options!
- \* Do not use your Inbox as a catch all for messages.
- \* Utilize the "Tasks" option. Enter your To Do List here by making folders for A Tasks, B Tasks and C Tasks. Prioritize your tasks by placing the most important ones in the A folder etc. (C tasks should consist of the tasks you hope to accomplish in the future. Concentrate on the A's then the B's first).
- \* Use the preview feature on your e-mail so that you won't have to open the e-mail all the way to see if you want to read it.
- \* If you receive an e-mail you would like to respond to but do not have the time click "reply" and then save it to your "drafts" folder.
- \* Consolidate all your email into one account. Try not to have one at home, one at work and one for traveling or making purchases. Checking multiple accounts is too time consuming.

## **WEEK 21:**

### **Organize Your Business Cards & Addresses**

- \* Sort and throw out:
  - Old addresses and phone numbers
  - Business cards you never use
  
- \* Update all new addresses and phone numbers
  
- \* Store this information in ONE place:
  - Computer database
  - Address book
  - 3 ring binder
  - Rolodex
  
- \* Organize all business cards alphabetically.

#### **Tips:**

- \* Use a 3 ring binder with inserts to store you business cards. This allows you the space to add more over the years.

## **WEEK 22:**

### **Organize Your To Do List**

Thinking of all the things that you need to get done can emotionally drain you. That is why I recommend setting aside a day every 2 months to take a close look at your “To Do List” and devote time completing some of the tasks.

This week’s goals:

- \* Schedule your dentist and doctor appointments for the next year.
- \* If you have pets, schedule vet appointments for the next year.
- \* Call an old friend you have been meaning to catch up with.
- \* Label tasks A, B or C
  - A-Tasks that need to be done today
  - B-Tasks that need to be done this week
  - C-Tasks that you would like to get done in the future

#### Tips:

- \* Keep your To Do List in a spiral bound notebook and tear out the pages when the tasks are complete or keep them on your computer.
- \* Microsoft Outlook has a “Tasks” folder already set up. Click on it and then go to the top and hit File-New-Folder and start making you’re A, B, and C folders.
- \* Only keep one TO DO LIST!

## **WEEK 23:**

### **Organize Your Schedule**

#### Tips:

- \* Maintain one daily planner for work and personal. More than this leaves room for confusion or overlapped appointments.
  
- \* Set appointments now. If someone asks you to call them next week to set an appointment save you both time and set it now.
  
- \* When setting appointments make room for travel.
  
- \* Make the most of your time: Catch up on reading while waiting for appointments, take the dog for a walk & get your exercise at the same time

## **WEEK 24:**

### **Organize Your Books, CD's and Videos**

This week's goals:

- \* Sort through your books, CD's and videos and pull out the ones you do not want or need anymore.
- \* Donate these items to a charity.
- \* Organize your CD's by artist.
- \* Organize your Video's by title.

#### Tips:

- \* Organize book by size. This will look nicer on the shelf.
- \* Have you ever started reading a book and thought it sounded familiar & could not remember if you had read it or not? I keep a list of books that I have read. Every time I finish one I write down the title and author.
- \* If you have items you are getting rid of try selling them online or trading them in for new ones at a book/CD store.

## **WEEK 25:**

### **Organize Your Basement**

This week's goals:

- \* Separate everything into categories: toys, baby items, outdoor supplies, holiday decorations, clothing, and things to get rid of.
- \* Discard the "things to get rid of" pile.
- \* Use plastic bins to store the rest of the items and label the side of each container.

#### **Tips:**

- \* Store items by family member and make each person responsible for their own stuff (great for when kids want to move out).
- \* If your kids have already moved out, schedule a time for them to come by and sort and purge their own stuff.

## **WEEK 26:**

### **Organize Your Purse or Wallet**

This week's goal:

- \* Empty out and start over.
- \* Throw out all receipts that you no longer need.
- \* Cancel and throw away any credit or ATM cards that you no longer use.

#### **Tips:**

- \* Make a list of all remaining cards and include the name of the company, account number, expiration date and phone number. Keep this in a safe place at home in case your purse or wallet is ever stolen.

## **WEEK 27:**

### **Organize Your Receipts**

This week's goal:

\* Sort through your receipts. Throw away all expired ones and organize the rest.

#### Tips:

\* An accordion file is a great place for receipts.

\* Label each slot by category or by month.

#### **Toss every month:**

-ATM and BANK with drawl/deposit slips (after you have recorded and checked them against your monthly statement).

-CREDIT CARD receipts (after you have matched to your statement)

-Receipts from small purchases after you have satisfactorily used the item.

#### **Toss after one year:**

-Monthly Bank and Credit Card Statements (after you have matched them to your year-end summary)

-Monthly or Quarterly Brokerage and Mutual-Fund Statements

-Monthly Mortgage Statements

-Phone and Utility Bills

-Paycheck Stubs (after you have reconciled them with your W-2 or 1099)

## **WEEK 28:** **Organize Your Photographs**

This week's goal:

- \* Sort all your photographs by date or event.
- \* Decide how you would like to store your pictures and purchase the necessary product.
- \* Discard your double or mail to a friend or family member that would like them.

### Tips:

- \* Plastic baseball card slips are the perfect organizer for all of those wallet size pictures. You can find these at office supply store.
- \* Store all doubles in an envelope. At the end of the month open the envelope and mail, deliver or throw away these pictures.
- \* Photo albums that allow you to slide the pictures in, are much faster than using the albums with sticky pages.
- \* Get in the habit of getting your film developed when the roll is finished. Don't let film sit around until you are wondering what was on the roll in the first place.
- \* Digital cameras are a great way to save time and money on developing your film and mailing copies to friends and family.
- \* Talking photo albums and frames are wonderful gifts for friends and family that live far away.
- \* Be sure to take lots of pictures of your children from day one. Save these memories before they slip by.

## **WEEK 29:** **Organize Your Attic**

This week's goals:

- \* Purge! Get rid of everything that is not extremely sentimental or useful.
- \* Remove any items that can be ruined by the extreme heat of summer such as candles.
- \* Stack and move items so that everything is easy to get to. If this is impossible then you need to purge some more!

### Tips:

- \* Lay down plywood or sheets if the floor is not in good condition.
- \* Loose items waste space and are hard to safeguard. Use clear containers for storage so that items can be easily located.
- \* Label all containers.
- \* Store photographs and important documents in fireproof containers.
- \* Containers and boxes are easier to get to if they are on shelves.
- \* Take advantage of the roof slope by mounting a pole between roof rafters for out-of-season clothing. Store clothing in zippered garment bags.
- \* Always store similar items in the same area.

## **WEEK 30:**

### **Organize Your Vehicle**

This week's goals:

- \* Remove all garbage and items that do not belong.
- \* Take out all floor mats and shake well.
- \* Clean out glove compartment.
- \* Vacuum.
- \* Clean Window.
- \* Amoral Interior.
- \* Wash Exterior.

#### **Tips:**

- \* Store emergency items under the seat.
- \* Place all CD's and tapes in a case.
- \* Whenever possible store items in the trunk.

## **WEEK 31:** **Organize Your Garage**

This week's goals:

- \* As always sort and purge first. Items that must go:
  - Broken or rusty tools
  - Items that have not been used in one year or more
  - Excess boxes
  - Broken toys or toys the kids have outgrown
  - Duplicate items
  
- \* Categorize items: power tools, lawn equipment, toy, sports equipment etc.
  
- \* Designate areas for each category and label.

### Tips:

- \* Use your wall space as much as possible. Think height to hang up tools, rakes, bikes, fishing poles, snow shovels....
  
- \* Store small tools in a toolbox.
  
- \* Place all chemicals and dangerous items on high shelves so that children and pets cannot get to them.
  
- \* Use open shelves to store everyday items and cabinets to keep less attractive items out of sight.

## **WEEK 32:**

### **Organize Your Yard and Garden**

This week's goals:

- \* Throw away all rusty, old tools.
- \* Hose all window screens.
- \* Pull weeds.
- \* Sweep the front porch.
- \* Rake the leaves.
- \* Mow the grass.

#### **Tips:**

- \* Put out a new welcome mat.
- \* Plan your garden for the year. Make a sketch.
- \* Schedule time in your planner for things that need to be done outside.

## **Daily:**

### **To Maintain an Organized Life**

- \* Make your bed everyday and teach your family this habit
- \* Clean off the kitchen counter right after dinner
- \* Do not keep things you do not want or use
- \* Always maintain a Donations Box in the house
- \* Spend 15 minutes before you go to bed or first thing in the morning straightening your house up
- \* Go through mail and toss the junk
- \* Plan your day ahead of time

## **Monthly:**

- \* Pick a C Task from your list and schedule time to complete it
- \* Put your photographs away

## **Every 6 Months:**

- \* Schedule a day to go through your home and discard of everything broken, not being used or not wanted
- \* Go around the house and gathered up everything that is borrowed. Then return it to the owner.

## **Misc.**

- \* Ask yourself if this gadget simplifies or complicates your life.
- \* Organize Greeting cards in to an expandable file folder. Use [birthdayalarm.com](http://birthdayalarm.com) and never forget another birthday or holiday again

# Diaper Bag Checklist

## **Changing:**

- Diapers
- Wipes in travel container
- Plastic grocery bag
- Diaper rash ointment
- Plastic changing mat
- Lotion
- Sunglasses
- Mittens/Jacket

## **Dressing:**

- 2 outfits
- Onesies
- Socks
- 2 bibs
- Blanket
- Spit cloth
- Hat

## **Feeding:**

- Baby food
- Formula
- Snacks
- Bottled water

## **Extras:**

- 2 pacifiers
- Toys
- Teething rings
- Sunscreen
- Medicines
- Gas drops

# **Packing List for Adults**

- Clothes/Undergarments
- Socks/Shoes
- Jackets/Hats
- Toothpaste/Brushes
- Makeup/Cotton Balls/Q-tips
- Perfume/Lotion
- Bathing Suit
- Towels
- Sunscreen
- Hair Dryer/Curling Iron/Clips
- Camera/Batteries
- Video Camera
- Money/Credit & Debit Cards
- Invitation/Directions
- Address Book
- Mobile Phone
- Presents/Cards to give
- Borrowed Items to give back
- Book/Magazine
- Corkscrew

## Tips:

\* For lighter packing stick to 3 or 4 colors of clothing. This is the simplest way to maximize the clothing that you take. Make sure that many of the articles can be worn with each other.

\* Pack socks and underwear in your shoes to save space.

\* When flying wear your sneakers on the plane whenever possible. This way you will not have to remove your shoes when you go through security.

# Packing List for Kids

- Outfits
- Pajamas
- Blankets
- Sheets
- Bibs
- Towels
- Wash Cloths
- Socks
- Shoes
- Jacket
- Hats
- Bathing Suit
- Sunscreen
- Medicines
- Diapers
- Wipes
- Diaper Ointment
- Baby Food
- Formula
- Bottles
- Spoons
- Favorite Toys
- Snugglie
- Highchair
- Books
- Videos
- Swimming Gear
- Stroller

# Party Set Up Checklist

## SET UP:

- Tablecloths
- Plates: large/small
- Bowls
- Cups: pop/coffee/beer
- Napkins/ Paper towels
- Plastic utensils
- Garbage bags
- Tape
- Scissors
- Coolers
- Can opener
- Extension cords
- Pot holders
- Dish soap
- Washcloths/ Dishtowels
- Coffee maker
- Bug spray
- Knives to cut rolls
- Bucket for water
- Plastic containers

## FOOD:

- Beef/Chicken
- Rolls
- Salads-Macaroni  
potato, pasta
- Pickles
- Ice
- Beverages
- Ketchup/Mustard
- Relish
- Salt/Pepper
- Pretzels
- Chips
- Baked beans
- Dessert

# Moving Checklist

## 6-12 Weeks Prior:

- Start a box of items that can be donated
- Start collecting boxes & ask other people you know to save theirs
- Save all plastic bags you get while shopping, these are great for packing!
- Start making a list of all the places that should be notified of your address change (watch your mail)
- Call & get quotes from moving companies and truck rental places

Schedule any necessary appointments: doctor, vet, dentist, hair salon etc.

Order new address labels and checks

Contact your insurance company to make changes

Contact schools. Check out [www.theschoolreport.com](http://www.theschoolreport.com)

Get doctor and vet records

### **2-5 Weeks Prior:**

Start packing everything you will not need in the next 5 weeks

Now is the perfect time to get rid of the junk and items you do not need anymore. Do not pack anything that you have not used in the last year!

Number each box. Then keep a log of exactly what is in each number. This will save you time hunting for items later on.

If necessary set a date for a yard sale or auction

Begin using up food and supplies

Arrange to have your utilities turned on at your new residence

Cancel your paper delivery

Make sure your address book is updated with everyone's information that you are leaving behind

### **1 Week Prior:**

Send out change of address cards

Wash and pack curtains

Call for a phone book to be delivered to your new home

Pick up dry cleaning

Defrost freezer

### **Organize After You Are Moved In:**

Change your address on your driver's license

Enroll children in school

Make a list of new emergency numbers

Check with the post office to see if any mail is being held for you

Register your vehicles

## **Christmas Checklist**

### **Six Months Prior:**

Start buying gifts. When you see things your loved ones would like buy them, especially when you see them on sale. (Keep in mind that malls increase their prices at Christmas time because their rent goes up)

Begin filling out the Organize This Life Christmas List!

**Four Months Prior:**

     Go through your address book & make a Christmas card list that can be reused every year (if you have the resources, transfer this list to address labels, they can be easily changed and printed)

     If needed make necessary travel arrangements

**Two Months prior:**

     Buy Christmas Cards

     Develop or order any pictures that you want to send in the cards

     Do any last minute shopping

**Six Weeks Prior:**

     Start filling out your Christmas cards

     Purchase stamps

     Print address labels

**4 Weeks Prior:**

     Start getting decorations out of storage

     Make Christmas cookies

     Mail Christmas cards

**2-3 Weeks Prior:**

     Decorate Christmas tree

     Mail gifts to any out of town family/friends

**After Christmas:**

     Update Christmas card list for next year with people that sent you a card

     Pick up wrapping paper, Christmas cards, decorations etc. on sale to use next year