

January ORGANIZING CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Pack away & store Christmas items	Clean out expired coupons	Clean out purse	Set up and file warranties and instruction sheets in an expandible folder
Gather items for 2013 taxes; make file for 2014	FOCUS WEEK: BEDROOMS Wash duvets and blankets	Clean and vacuum under beds	Find matches for 'lost' socks	Organize dressers; purge old clothes	Organize nightstands	Clean out master closet
Go through magazines, pin favorite content, recycle them	FOCUS WEEK: BATHROOMS Toss expired medications	Clean out under bathroom sinks	Toss expired beauty products	Organize towels; freshen as needed	Organize sheet sets	Organize garage or basement
Organize + declutter servingware, glasses, dishes	FOCUS WEEK: KITCHENS Organize spices; toss old ones	Toss expired food in pantry	Toss expired food in fridge	Clean fridge	Organize + weed out kitchen linens (placemats, dishtowels)	Organize recipes & cookbooks
Sort, organize + declutter toys	Declutter + Freshen Laundry Room	Weed out books	Wash throw rugs + bath mats	Organize DVDs	Clean out car	Organize Kids Closets

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