


S	M	T	W	T	F	S
1 What are your compelling reasons for getting organized? Write them down.	2 Apply the “One-in-One-Out” Rule for gifts you received. One new sweater in, one old one out...	3 Start keeping your grocery lists & menu plans for the month to compile them later.	4 Set up only <i>one</i> calendar or planner to use for the year, and stick with it.	5 Make one positive change to your morning routine. Get up earlier, exercise, eat better.	6 Update your contacts/address book from the holiday cards you just received.	7 Read a free sample chapter of <i>The Clutter Diet</i> book at clutterdiet.com/samplechapter.
8 Spend 15 minutes planning your meals and other family matters for the week.	9 Do you have a label maker? Helps communicate systems in shared spaces.	10 Go through catalogs and magazines. Recycle anything over 3 months old.	11 Set up one place in your home office area where all bills go once they are opened.	12 Make one positive change to your evening routine. Pack a lunch, set for tomorrow.	13 Start a family binder to hold school reference papers, lunch menus, contact information.	14 Find an Accountability Partner to help you keep your momentum.
15 Make a double-batch of muffins or pancakes and freeze for a busy weekday.	16 Establish a “Donation Station” to provide a space for items you’re ready to discard.	17 Put an emergency \$20 bill in your car along with extra business cards & coins for meters.	18 Set up online banking to pay your bills faster and save stamps and hassles.	19 Outsource or delegate something you don’t like doing to a family member or a service.	20 Keep a running list of repairs needed. Store in your family binder.	21 Listen to audiobooks or podcasts while you do projects. Make it fun!
22 Make a Rotation Menu plan. Form available at clutterdiet.com/freetips.	23 Do you have a backup system in place? If not, set one up, and if so, check on it.	24 Organize your primary wardrobe closet. It starts and ends your day right.	25 Clean out your fridge the day before garbage day. Make this a regular habit.	26 Clear your family bulletin board. Save some of the items in your family binder instead.	27 Buy your Valentine cards and gifts now instead of waiting. Better selection, no crowds.	28 Resist “All-Or-Nothing” thinking. 15 minutes of organizing is better than none.
29 Take saved grocery lists & make your own customized list. Print several copies (on scratch paper).	30 Set up a “Destination Station” for purses, keys, chargers.	31 Prevent clutter by being more mindful about what you bring in the door.				

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