



# April Organizing Checklist

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- Special Events/Holidays.** Following are just a few events/holidays to keep on top of for this month: Car Care Month, Stress Awareness Month, Organize Your Files Week (3<sup>rd</sup> week in April), and Tax Day (April 15<sup>th</sup>).
- Print & Post Monthly Checklist.** Print and post this month's checklist in a location where you will see it often. Enjoy the satisfaction of checking off tasks as they are completed. Monthly checklists can be downloaded from [www.simplyinorder.com](http://www.simplyinorder.com)
- Tax Extension.** If you have not already filed your taxes, make certain you file for an extension to avoid penalties!
- Confirm Vacation Plans.** Are your vacation plans confirmed yet? The summer months are approaching quickly, make certain your plans are confirmed and enough money set aside for you to have a less stressful vacation. Keep all vacation plans, details, confirmations, tickets, in an easy to access file. Keep a piece of paper handy to start making a travel checklist so you don't forget to pack important items.
- Detail Your Vehicles.** In conjunction with Car Care Month, this a great time for detailing your vehicles. Wash and vacuum your vehicles inside and out.
- Sweep the Garage Floor.** Pull your vehicles out of the garage and sweep out the dirt and debris that has crept in over the winter months.
- Freshen House & Linens.** Open windows and let in some fresh spring air, especially those rooms that have been closed up for months. Air out blankets, throws and other items that need refreshing.
- Purge Office Files.** Choose 12 files in your office and purge outdated papers. Shred any paperwork containing confidential information.
- Repot Houseplants.** Now is the perfect time to repot houseplants. Take plants out of their pots and check the roots. If they are root bound, repot them into a larger pot using fresh potting soil.
- Get Ready to Entertain.** Be ready for summer entertaining by cleaning your outdoor furniture and removing winter debris from yard.
- Rotate seasonal clothing.** If you haven't done so already, rotate your seasonal clothing. Place fall and winter clothing into storage and replace with spring and summer clothing in your closet. Launder and iron anything as needed. Donate anything that no longer fits.
- Have a Garage Sale.** A great way to recycle and make some extra money is to hold a garage sale. If you don't have enough items to sale, team up with several people from your block.
- Clean Out Recipe Files.** Downsize the recipes you've gathered over the years but have not yet tried. Make a commitment to try one new recipe each month. Keep your family favorite recipes separate from those that are untested.
- Check Your Tires.** Check your tires to be sure they are properly inflated. Under inflated tires waste more than two million gallons of gasoline a day.

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