



# February Monthly Checklist

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- Print & Post Monthly Checklist.** Print out 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)
- Make Valentine's Day Plans.** The beginning of the month is a good time to make your Valentine's Day plans or dinner reservations. Make time now to spend with someone special.
- Start Garden Seeds.** Now is a good time to get your seeds started for your summer flower and vegetable gardens.
- Stock up on Sales.** Stock up on fertilizer, lawn bags, and mulch as you see them go on sale. Stocking up during sales is a budget friendly way to approach the gardening season.
- Sharpen Garden Tools.** Check handles on spades, hoes, and rakes to make sure they are firmly attached and free of splinters.
- Stock Up For Super Bowl.** Take advantage of grocery sales for super bowl Sunday and stock up on commodities you use all year round. Prepare now for your Super Bowl plans.
- Lawnmower Check-up.** Schedule a lawnmower tune up and overall checkup in preparation for mowing season.
- Clean Out Your Computer Day.** The 2<sup>nd</sup> week of February has been declared the National Clean Out Your Computer Day. In honor of this holiday do the following: organize your files into logically-related folders; uninstall old programs you no longer use; eliminate viruses, spyware, and malware; defragment your hard drive; update your operating systems. Be sure to wipe down screen and air blow dust from keyboards and vents to keep computers running smoothly.
- Computerize Owners Manuals.** Eliminate stacks of papers by downloading your owners manuals onto your computer.
- Happy Birthday Thomas Edison.** In honor of Thomas Edison's birthday, convert old light bulbs into the newer energy efficient ones. If bulbs are still good, dust them to give you more light.
- Snow Alert.** Monitor trees and shrubs for too much snow on their branches. Shake or gently knock off snow to keep them from splitting. Be sure to monitor flat roof surfaces too.
- National Time Management Month.** February has been declared the National Time Management Month as is a perfect time to refocus on eliminating daily distractions. Monitor these distractions so you can figure out ways to better manage them from occurring.
- Dust Bathroom Fans.** Bathroom fans usually run overtime since we normally don't open our windows for fresh air during the cold weather season. Keep your fan in good condition by vacuuming the dust from the fan vents.
- Follow-up On Family Vacation.** How is your budget coming along? Now is a great time to see if you need to adjust your vacation budget and plan accordingly to set aside money each week.

- Replace Your Furnace Filter.** Reduce winter's high energy bills by making certain your furnace is running smoothly. Replace filters or wash them to remove the winter's dust. For maximum efficiency, they should be replaced every three months.
- Schedule Yearly Checkups.** Now is a great time to plan out the rest of the year and schedule dentist, doctor, and optometry visits to keep up on your health. If you're tight on finances, you can spread these appointments out over the year for family members.
- Update Flexible Spending.** Most insurance companies give you until the end of March to make claims against last years flexible spending. Be sure to check with your insurance company and make adjustments as necessary.
- Keep Gas Tank Full.** Be sure to keep a full tank of gas throughout the winter to prevent you from running out of gas in freezing temperatures.
- Trim Trees, Flower, & Bushes.** Take advantage of periodic warm weather spells and trim trees, bushes, and flowering plants so they'll be ready for spring.

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Written by Laurie Reeve – Simply In Order™ Professional Organizing Services, LLC.  
For more organizing ideas and to check out Laurie's new book "5-Step Organizing, The Proven Process To Organize Anything!" visit her website at [www.simplyinorder.com](http://www.simplyinorder.com).

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