



January 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
- Set Up A New Calendar.** Using last year's calendar, transfer birthdays, anniversaries, automatic payment schedules, and ongoing appointments into your new calendar.
- Put Away Holiday Decorations.** Take time to downsize any decorations you no longer need or use. Store everything else in clearly labeled boxes/containers grouped by display (example: piano decorations, banister decorations, etc.)
- Make Returns and/or Exchanges.** Find your receipts and make returns or exchanges on any holiday gifts as needed.
- Send Thank You Notes.** Write thank you notes to those who sent you holiday gifts or invited you to holiday events. Make sure the kids send a special thank you note to Santa!
- Start Planning Your Yearly Vacation.** You may think it's too early to start planning your vacation now. Although the sooner you begin, the more money you can save later. Here are some things to consider: coordinate all family members' schedules and choose the best dates for your vacation; collaborate with family members for ideas of where to go and what to do; determine your budget; figure out how many weeks until your vacation and start setting aside money each week to equal the amount you need; make preliminary reservations.
- Set Up Files For The New Year.** Using a yearly file system for keeping tax related documents and bills together can be an enormous time saver throughout the year. It also helps with preparing your tax returns. Following are some things to consider: use a hanging file folder or an accordion file; set up your files by month or by category; if you're already using a yearly file, clean out last years documents and store them in a manila envelope labeled by contents and year.
- Get Professional Organizing Help.** January is the National Get Organized Month sponsored by the National Association of Professional Organizers (NAPO). Every January, professional organizers across the nation host free events such as workshops, community education, and volunteer projects to increase public awareness of the benefits of getting organized. For a list of free Utah organizing events, check out our website at www.simplyinorder.com

- Determine Next Years Holiday Budget.** Using your holiday shopping receipts, total up how much you spent. This will give you a baseline for figuring out your budget for next years shopping. Divide your total budget by 12 and set this amount aside each month to use for next years shopping.
- Clean Your Carpets.** After the holidays is a great time to get your carpets clean. Especially since most carpet cleaning companies offer special discounts during the month of January. You can also save money by renting a carpet cleaning machine from your local supermarket and doing it yourself.
- Clean Out Your Refrigerator.** After the holidays is a great time to toss out anything stale, outdated, inedible, or unidentifiable. Place a fresh box of baking soda in the refrigerator to help eliminate odors.
- Take Advantage of January Specials.** This month is a great time to capitalize on January specials such as purchasing linens and bedding during white sales. Keep linens folded together by sets and tucked into one of the pillowcases. This helps you grab the full set when needed instead of searching for the matching top or pillowcase.
- Gather Together Tax Papers.** Tax forms such as W-2's are supposed to be received by the end of this month. Have a special file for gathering tax related documents as they arrive in the mail.
- Start Your Spring Garden.** Seedlings can be started in milk or egg cartons, or even tuna cans (with drainage holes). Keep soil moist and in diffused sunlight.
- Recycle Old Magazines.** Getting rid of last year's magazines makes room for this year. If there are articles you still want to read, tear these out and keep them in a "To Read" file. Make a goal to read them by the end of the month. Re-evaluate which magazines you really enjoy and have time to read and cancel all other subscriptions. Better yet, cancel all subscriptions and check out magazines from your local library instead.
- Stock Up On After Holiday Sales.** Take advantage of after-holiday sales by stocking up on gift wrap, holiday cards, and decorations for next year. If buying decorations, be sure to practice the "one-in one-out rule" and eliminate something old before replacing it with something new.



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.

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