



March Organizing Checklist

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- Print & Post Monthly Checklist:** Print and post this month's organizing checklist in a location where you will see it often. Enjoy the satisfaction of checking off tasks as they are completed. Complimentary organizing checklists can be downloaded from www.simplyinorder.com
- Organize Your Home Office Day:** The 2nd Tuesday in March is "Organize Your Home Office Day". Use this friendly reminder to clean out your office files. Start by going through five files each day all month long. Most office files can be downsized by 50 percent.
- Switch out Decorations:** Put away your winter décor and replace with your spring/summer decorations and accessories.
- National Procrastination Week:** The 2nd week in March is "National Procrastination Week". Use this week as a friendly reminder to complete a task you have procrastinated.
- Spring Forward:** The 2nd Sunday in March is "Daylight Savings Time" (USA). Be sure to SPRING FORWARD by turning your clocks ahead one hour. This is also a good time to test/replace batteries in your smoke & carbon monoxide detectors.
- Clean Out Your Closet Week:** The 3rd week of March is "Clean out Your Closet Week". Consider donating winter coats, sweaters, and other winter clothing you haven't used during the season. Downsize clothes that no longer fit. Switch out your winter wear for spring/summer clothing.
- Group Hangers Together:** Group unused hangers together on one side of your clothing closet so you can easily find them when the need arises. Trying to find an empty hanger among your other clothes takes more time and can cause frustration.
- Clutter Awareness Week:** The 3rd week of March is "National Clutter Awareness Week" and is the perfect time to go through your belongings and downsize anything you no longer need. In conjunction with Clutter Awareness Week, Utah Professional Organizers are hosting a FREE Clutter Drop-Off & Recycling Event held on Saturday-March 20, 2010 in the east parking lot of IKEA. For more information, visit www.utahorganizersgroup.com
- Start Garden Seeds:** Now is a good time to get your seeds started for your summer flower and vegetable gardens.
- Stock up on Sales:** This month is a great time to 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.
- Lawnmower Check-up:** Schedule a lawnmower tune up and overall checkup in preparation for mowing season.
- 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.)
- Hop on Top of Easter:** Plan your Easter menu and take advantage of the great dress & suit sales that run each Easter time. Purchase baskets and send out invitations if inviting guests.

- Spring Cleaning:** Gather your family together and do spring cleaning. Give each person a list of things to accomplish. Grab some snacks, put on some fun music, then see who can get the most tasks accomplished within a certain timeframe.
- Wash Windows:** Spring is a great time to wash the inside and outside of your windows so you can enjoy spring weather after a long winter. If you don't like doing windows, hire someone to clean them for you. You'd be surprised how much extra light this brings into your home.
- Clutter Prevention:** Create a family rule that toys, games, and belongings be put away properly before bringing out new ones to play with.
- Prepare Taxes:** Start preparing your federal income tax return, or schedule an appointment now with your accountant or tax specialist. April 15th is quickly approaching and the longer you wait, the harder it will be for your accountant or tax specialist to squeeze you in.
- Finalize Vacation Plans:** If you haven't done so already, finalize your family summer vacation plans now. Continue setting aside money on a regular basis until your vacation arrives.
- Detail Driveway & Walkways:** With winter snow and ice out of the way, be sure to sweep or wash off any leftover rock salt from driveway and walkways to prevent concrete damage.
- Rain Gutter & Downspout Detailing:** The rainy season is now upon us. Be sure to clean out rain gutters and downspouts to prevent clogged gutters from creating water damage. If you don't like climbing ladders, hire someone to clean them for you.

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Written by Laurie Reeve – Simply In Order™ Professional Organizing Services, LLC. For more organizing tips or to check out Laurie's newest book **"5-Step Organizing, The Proven Process To Organize Anything!"** visit her website at www.simplyinorder.com. *Editors and publishers are free to reprint this article as long as it's reprinted in its entirety and the signature line remains intact.*