



# September Organizing Checklist

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- Special Events/Holidays.** Following are just a few events/holidays to keep on top of for this month: Labor Day; National Preparedness Month; Fight Procrastination Day (1<sup>st</sup> Wednesday); Self-Improvement Month; National Grandparents Day
- 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)
- Buy a New Calendar.** Get a jump on next year by purchasing your new calendar now and start transferring over important events.
- Prepare For An Emergency.** September is National Preparedness Month. Assemble a grab-n-go bag filled with emergency supplies and vital documents so you can be prepared.
- Keep Emergency Flashlight Handy.** Keep a flashlight handy by the side of each bed in case of an emergency during the night.
- Keep Bugs/Rodents Out.** Fall is a time insects and rodents try to head indoors to keep warm during the winter. Keep doors and windows closed to keep rodents out and spray a bug barrier around your home to keep out insects.
- Transplant Perennials.** Prepare your flower garden now for beautiful flowers in the spring.
- Garden Clean Up.** After enjoying a season of fresh vegetables from your garden, now is a good time to dig up your plants and prepare your garden for the winter chill.
- Plan Now for 4<sup>th</sup> of July Activities.** If you haven't done so already, start planning your activities for the Fourth of July weekend. Since this holiday comes the first week in July, it often can sneak up on us unless we are planning ahead.
- Stock Up on Office Supplies.** Take advantage of back-to-school savings by stocking up on office supplies such as staples, paper, pens and pencils to help get you through the winter months.
- Celebrate Grandparents Day.** Be sure to remember your Grandparents on Grandparent's Day. A special card with family photographs or phone call is always nice to help them feel a part of your life.
- Prepare Bedding For Winter.** Now is a great time to pull out and launder extra blankets to have available as the winter weather sets in.
- Clean Out Coat Closet.** Clean out your coat closet to make room for winter coats, scarves, hats, boots, and mittens.
- Clean Out Clothing Closet.** It's time to start packing away summer clothing to make room for your winter wear. Be sure to launder clothing before packing away for the winter.
- Room of the Month.** Choose a ROTM (Room of the Month) to focus on decluttering and organizing.

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