

Organizing Checklist



DAILY

- MORNING: MAKE YOUR BED!
- AFTERNOON: ALL FAMILY MEMBERS TO PUT AWAY THEIR SHOES, JACKETS & BACK PACKS.
- AFTERNOON: EMPTY PURSES, BAGS, BACKPACKS.
- EVENING: PREP LUNCH/SNACKS AND LAYOUT OUTFITS FOR TOMORROW.
- EVENING: TIDY THE KITCHEN - WASH DIRTY DISHES, EMPTY THE DISHWASHER, REMOVE CLUTTER, AND WIPE THE COUNTERS.

WEEKLY

- CHECK THE FRIDGE & PANTRY FOR EXPIRED FOOD.
- EMPTY YOUR EMAIL INBOX. UNSUBSCRIBE FROM ANY LISTS THAT NO LONGER SERVE YOU.
- STAY ON TOP OF THE LAUNDRY. HAVE BASKETS FOR EACH FAMILY MEMBER SITTING ON TOP OF THE MACHINES SO YOU CAN SEPERATE ITEMS AS YOU TAKE THEM OUT.
- ORGANIZE/FILE PAPER - MAIL, RECEIPTS, BILLS ETC.

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MONTHLY

- CLEAN YOUR FRIDGE: THROW OUT EXPIRED FOOD & WIPE SHELVES.
- REPLENISH BACK STOCK ITEMS (PANTRY, BATHROOM, CLEANING SUPPLIES).
- RINSE OUT ORGANIZING BINS THAT ARE BEING USED IN THE BATHROOM AND/OR KITCHEN.
- DECLUTTER PET TOYS & DONATE GENTLY USED ONES TO YOUR LOCAL SPCA.

QUARTERLY

- DECLUTTER KIDS TOYS/STUFFIES. ENCOURAGE THEM TO DONATE SOME TO CHARITY.
- DECLUTTER YOUR CLOSET AS THE SEASONS CHANGE AND ASK YOURSELF "DID I WEAR THIS LAST FALL?" IF THE ANSWER IS NO, DONATE IT (UNLESS IT'S A CLASSIC PIECE!).
- SWAP OUT KIDS CLOTHES. ESPECIALLY THE LITTLE ONES WHO GROW SO QUICKLY. CHECK TO SEE IF THEIR SIZES ARE CURRENT.
- HOLIDAY DECOR: WHEN YOU GET THAT HALLOWEEN BIN OUT CONSIDER PURGING SOME OF THE ITEMS YOU NO LONGER USE.