

# january get organized checklist



- \* Set your goals for the year.
- \* Check your monthly tickler folder.
- \* Clear out holiday clutter by putting away new items received as gifts.
- \* Take down and store your holiday decorations. Let go of anything that didn't make it out of storage this year.
- \* Take care of gift returns.
- \* Send thank you notes for holiday gifts.
- \* Declutter and organize your storage area (basement, attic or storage closet.)
- \* Organize the photos you took last year and set up an organizing system for this year.
- \* Declutter + organize the holiday greeting cards you received this year.
- \* Let go of something that's weighing you down and start the new year just a little bit lighter!
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Need more help in getting organized? Check out our catalog of online classes at <http://bit.ly/19wSvJ2>.