

# december get organized checklist



- \* Set your goals for the month.
- \* Check your monthly tickler folder. ([Learn more about tickler files.](#))
- \* Finish your holiday shopping.
- \* Wrap gifts and ship any gifts to out-of-town friends and relatives.
- \* Send holiday cards.
- \* Plan your holiday menu.
- \* Decorate for the holidays.
- \* Declutter your holiday decorations. Let go of anything that you don't put out this year because you no longer love it.
- \* Make New Year's Eve plans.
- \* Prepare for winter weather.
- \* Enjoy the holiday season!
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Need more help in getting organized? Check out our catalog of [online classes and eBooks.](#)