

# Get Organized in 2013!

Get organized this year with [www.Restorganize.com](http://www.Restorganize.com) - cut these out and tape them to your calendar so you know your tasks.

## January Put Away 10 Things

Start small - and anywhere. Pick up 10 things each day and put them away where they go.

Take 5 minutes to do this at the beginning or end of your day to build this habit.

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## February Label 1 Thing

You don't have to label the dog and the cat, but if it helps everybody in the house to know where a thing is (or where it belongs) put up a label.

Get a fancy label maker or use Post-it notes - but label the location of one thing each day.

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## March Put Things Back

For March, when you take something out, put it back where it goes when you're done with it.

Wake up every morning and remind yourself of this new habit.

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## April Deal with 5 Pile Items

You may have lots of piles, or just one big one. So each day in April, take 5 items from the top of your pile(s), and deal with them.

Does it need to be read, opened, filed, acted upon, or recycled? Do it!

Then put it where it needs to go. Doing this everyday will make a nice dent - and a good habit!

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## May A Folder a Day!

You're starting to build organizing momentum - so this month we'll try something a little bigger.

Each day in May, grab one folder from your files and go through it. Most of the time, the papers can be shredded or recycled.

If you think you need to save instructions, flyers or even old invoices, chances are, you can download them online. Check and make sure.

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## June Get to the Garage

Walk into your garage each day and pick up the first thing you see. Decide where it belongs and put it there.

If the first thing you see is already where it belongs, then look at something else. The idea is to get things to their homes.

After 30 days of putting one thing back, and into the 6th month of this exercise, you're going to be getting pretty good at this!

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## July Pitch it!

This month you get to throw away, recycle or donate one thing each day.

Find something that's been hanging around that you don't use. Are there old salt and pepper shakers on your windowsill that you don't use? Donate them?

How about that tube of hand cream on the nightstand that has three drops that you can't get out - throw it away!

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## August Clear Your Kitchen

Out of sight, doesn't always mean out of mind. Under cabinet storage is a great place to keep your mixers, blenders, can openers and other "make life easiers".

So for August, each day choose a small appliance in your kitchen and ask, "Do I use this enough for it be out?"

If it's out "just because," find a cabinet that's easily accessible and put it there instead.

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## September Cull Your Wardrobe

This month you can do to your closet what you did to your kitchen counter.

Everyday, pick five things you haven't worn in a while, and do one of the following with each: store it, donate it, return it or hang it back up with the hanger hook facing the other way

If you find backward hangers in a month - it means you haven't worn those things. Reconsider having them in your closet!

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## October Get the Junk Out

Have you noticed how every drawer wants to end up as the junk drawer?

This month you get to spend 5 minutes each day on a drawer in the house.

Pick a drawer and decide what goes in it. Take everything out of it that doesn't belong. Put a label on it to keep other "junk" out!

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## November Time for the Car

Your car is an extension of your home, and it can get cluttered with things as well. Consoles and glove boxes become random storage space. And heavy things in your trunk can degrade your gas mileage.

Each day in November grab one thing from your car that doesn't belong. Take it into the house or garage and put it in its proper home.

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## December Regift!

Re-gifting is a great way to save money and let someone else enjoy things that have given you joy. Each day choose one thing that you don't use anymore and figure out who would enjoy it. Label it with a Post-it note or wrap it immediately.

If no one comes to mind, you can always donate the item to the Salvation Army or another charity. They like the re-gifts!

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