January organizing schedule!

# First week

[ ]  **medicine Cabinet (replace expired essentials)**

[ ]  **kitchen pantry (sort out expired and unwanted items)**

[ ]  **food drawers & cabinets (bread drawer, coffee/tea station…)**

[ ]  **spice rack & other cooking essentials like oil, vinegar…**

[ ]  **refrigerator(s) & freezer(s)**

# Week 2

[ ]  **sort & organize all pots and pans**

[ ]  **sort & organize all kitchen gadgets**

[ ]  **sort & organize all the remaining cabinets and drawers in the kitchen**

# Week 3 (all paper goods)

[ ]  **gather all paper piles and sort (keep-action-trash)**

[ ]  **now “work” your piles (move your keep-paper into file folder & act on your action-paper (or put it in your calendar if action is required at a later date)**

[ ]  **don’t forget all your letters, coupons, magazines, newspapers, catalogues & books**

[ ]  **make sure you keep all tax, medical and social security related papers!**

# Week 4 (closets, dressers, shoeracks)

[ ]  **again, create piles starting with your main closet: keep-maybe-donate**

[ ]  **organize your hanging clothes in categories like, work-casual-sporty-formal (additionally I l organize into, no-sleeve/short & long sleeve shirts (and light to dark in each category)**

[ ]  **repeat process in all the other closets (if you have 2 closets available you can create a winter & summer or work & casual closet.**

[ ]  **sort all your shoes the same way (keep-maybe-donate), seasonal & work-casual-sport-formal. If shoes are in the same closet as your clothes, keep clothes& shoe categories together (e.g. formal shoes with formal clothing)**

[ ]  **sort & organize all content of your dresser(s). New folding techniques and the right drawer organizers, help keeping drawers neat.**

**note: You need to go through your “maybe” pile again, adding to keep & donate!**

# Week 5

[ ]  **organize everything-else room by room (we’ll organize basement & attic during warmer weather in spring or fall)**

[ ]  **toys, music, vacation, outdoor, hobby…**

[ ]  **personal items like photos, electronics, jewellery, memorabilia, collections…**