

# Annual Get Organized Checklist

## House

- Create or tweak house cleaning schedule
- Review home maintenance checklist and write in calendar reminders for the year
- Unsubscribe from catalogs and junk mail ([click here to find out how to stop junk mail](#))
- Declutter the house by donating, selling, or discarding items you no longer need

## Family

- Reevaluate chores and allowances and make any necessary adjustments
- Reevaluate routines and create checklists for family members if needed
- Write in all known schedule items on the family calendar for the year
- Review family emergency plans (e.g. what to do in case of a fire)
- Clean up and reorganize the family "hub"

## Meals

- Create a streamlined meal planning system
- Post a grocery list on the fridge to track items needed as they run out
- Determine 3-4 meals that freeze well and schedule one day each month to make multiple batches to keep on hand
- Clean out coupon organizer and reorganize couponing system if necessary

## Money

- Create or reevaluate budget
- Develop a plan to pay down debt
- Evaluate investments and make any necessary adjustments
- Gather up paperwork needed for taxes and store in a folder or box
- Contact creditors and utility companies to negotiate lower rates
- Review insurance policies

# Annual Get Organized Checklist (continued)

## Computer

- Go through inbox and delete all unneeded messages
- Unsubscribe from emails you no longer want to receive
- Clean up desktop (remove any unused applications)
- Uninstall programs you no longer use
- Perform a disk clean up
- Backup your entire system and schedule weekly or monthly backups
- Delete bookmarks you no longer need from your web browser
- Organize computer files, photos, and videos into appropriate folders

## Car

- Clean outside and inside of vehicle (vacuum, windows, everything)
- Make sure registration and insurance cards are up-to-date
- Schedule next oil change and full-vehicle inspection and maintenance appointment
- Write in inspection and maintenance reminders for the rest of the year on calendar

## Health

- Restock first aid kit(s)
- Throw away expired medication and restock medicine cabinet
- Schedule routine check-ups (or pencil in a reminder to do so on your calendar)

## Professional

- Update resume
- Update social media profiles
- Set goals for the coming year