

# GET ORGANIZED CHECKLIST

## *Family Car*

### *Step One—Take Everything Out*

	Remove all items from the car
	Throw away garbage
	Place items that don't belong in the car in appropriate places

### *Step Two—Clean*

	Vacuum all interior surfaces
	Clean all surfaces including windows and mirrors
	Scrub away stains
	Wash exterior of car

### *Step Three—Establish Zones*

	Driver's Area
	Passenger Seat
	Kid Zone
	Large Storage/Trunk

### *Step Four—Put Items Away*

	Driver's Area—sunglasses, ice scraper, umbrella
	Passenger -- maps, phone charger
	Kids—travel games, DVDs
	Trunk—reusable bags, stroller, sports equipment, chairs