

<p>January 2016</p>					<p><b>1</b> Kickstart “Controlling the Chaos” by “zoning” your home.</p> <p>Walk through and remove any trash, recycling and visible clutter.</p> <p>Tackle any accumulated laundry and dishes.</p> <p>It is so much simpler to not work around a mess.</p>	<p><b>2</b> Remove and pack up any Christmas items you may still have out.</p> <p>Be sure to label each bin.</p> <p>Toss any broken items and Separate items you no longer use for donation or family members.</p> <p>Why put it back if you aren't going to use it?</p>
<p><b>3</b> Create and tackle your new <b>“Weekly Checklist”</b>.</p> <p>This is going to be a big part of “Controlling the Chaos” in our homes this year.</p>	<p><b>4</b> Gather all the loose papers, magazines, calendars and catalogs in your home. Toss garbage/recycling as you find it. Put all other loose papers in a box (I promise we will get to these <b>AND</b> control them)</p>	<p><b>5</b> Create a paper control plan Gather 2015 papers, calendars for important dates (birthdays, anniversaries, etc. . . ) and any other important papers</p>	<p><b>6</b> Create a filing system based on your paper control plan Include: Coupons, medical binders, Cards, photos, receipts, bills, “action”, etc. . . A system for 2015 papers and upcoming 2016 papers</p>	<p><b>7</b> Organize and file <b>ALL</b> The papers you gathered in that box on Monday (keeping 2015 and 2016 separate) <b>If they require action put in the “action” file</b></p>	<p><b>8</b> Continue to file papers and “tweak” the system as needed. Be sure to add any important dates, bills or info to your calendar. Shred unnecessary items and scan or copy others as needed.</p>	<p><b>9</b> Continue to file, tweak, scan and shred.</p> <p>Yes, I am assuming you have quite a bit of paperwork to tackle.</p>
<p><b>10</b> <b>WEEKLY CHECKLIST</b></p>	<p><b>11</b> <b>Address your “take action” file.</b></p> <p>Finish anything you were unable to accomplish on Sunday.</p> <p>Please make a note of what items are in this file that should have been dealt with weeks or months ago.</p>	<p><b>12</b> <b>Ask yourself and other household members:</b> What were your biggest paper problems in 2015? Finding receipts, late bills, coupons, lost forms, missed appointments, missed birthdays, etc. . .</p> <p><b>Research</b> and find a way to solve these issues.</p>	<p><b>13</b> <b>Take action</b> to solve the issue you finally admitted to yesterday.</p> <p>Whether it is setting up an “in box” area, a place for notes from kids, a bulletin board, sort and recycle area, etc. . .</p> <p>Take the steps to create it.</p>	<p><b>14</b> <b>Finish creating the new system</b></p> <p>Remember our new MOTTO: <b>NO CHAOS</b></p> <p>Create a system <b>NOW</b> and everyone can use it from the beginning of your journey.</p>	<p><b>15</b> Clean out your purse, wallet, diaper bag, brief case, etc...</p> <p>ANYWHERE you store loose papers but don't just tackle papers tackle it <b>ALL</b>.</p> <p>Trash, coupons, receipts, misplaced items, dirt, etc...</p>	<p><b>16</b> <b>Clean out your VEHICLE(s)</b></p> <p>This includes your gloveboxes, cubby holes, under the seats, etc. . .</p> <p>Properly deal with any papers you find</p> <p><i>For a list of what items should be kept in your vehicle check out today's post.</i></p>

<p><b>17</b></p> <p><b>WEEKLY CHECKLIST</b></p>	<p><b>18</b></p> <p>Address any “take action” items you were unable to address Sunday.</p> <p><b>Gather ALL your papers from 2015.</b></p> <p>You will need them to accomplish this week’s projects with success. 😊</p>	<p><b>19</b></p> <p>Sort, purge and scan last year’s files.</p> <p>Note any important dates, expenses, phone numbers, addresses or information.</p> <p>Keep available to work on tomorrow’s project.</p>	<p><b>20</b></p> <p>Create a list of ALL anticipated income and expenses for the year (by month).</p> <p>See post for an example.</p> <p>This should include paying off debt, creating an “emergency fund”, pet fees (shots, grooming boarding), car needs (sticker, license, oil changes), vacations, memberships, gifts, vacations, uniforms, etc. . .</p>	<p><b>21</b></p> <p>Create a “future” Plan</p> <p><i>Ask other household members to help.</i></p> <p>What expenses will you have in the next 2 years, 3 years, 5 years, 10 years?</p> <p>College, replacement vehicle, roof, transmission, Wedding, washer, stove, emergency fund, etc. . .????</p>	<p><b>22</b></p> <p>Create a realistic budget using the information you gathered this week.</p> <p>Telling your money where to go each day is a big part of controlling the chaos in your life and helps you make informed decisions.</p> <p>You may not be able to budget for the long distance events we listed yesterday but having that list can help motivate you to stay on track..</p>	<p><b>23</b></p> <p>Finish purging, shredding, scanning and organizing last year’s paperwork.</p> <p>If you are one of those super women that have finished already don’t hesitate to delve into another box of paperwork from year’s ago.</p> <p>Take a second look at your budget and see if it needs tweaked after a goodnight’s rest. (We change ours regularly as new expenses come up).</p>
<p><b>24</b></p> <p><b>WEEKLY CHECKLIST</b></p>	<p><b>25</b></p> <p>Address your “take action” file.</p> <p><b>Gather, purge, donate or recycle OLD magazines and newspapers.</b></p> <p>If you like to browse through them and cut out important articles DO IT this week while you watch TV, pick up the kids etc. . .</p>	<p><b>26</b></p> <p>If your file, paperwork and budget are finished its time to start on that collection of cards, memorabilia and photos you have been collecting for the last 100 years.</p> <p>Yes, I know we aren’t going to conquer it all in the next 4 days but we are going to put a BIG dent in it’s organization. 😊</p> <p><b>Why keep moving them around?</b></p>	<p><b>27</b></p> <p>Keep at those photos, memorabilia and collected artwork and cards.</p> <p>You CAN control and enjoy these items.</p> <p><b>I PROMISE!</b></p>	<p><b>28</b></p> <p>More time for photos, memorabilia, card and collected “artwork”.</p> <p>LOOK at the PROGRESS you have made so far!</p> <p>You got this!</p>	<p><b>29</b></p> <p><b>More progress!</b></p> <p>Just look at how organized the items you touch have become!</p> <p>Control!</p>	<p><b>30</b></p> <p>Last day for working on photos so it’s time to round up the loose items and store them away until you find time to tackle them again.</p> <p>Be sure to contact those who need to pick up duplicates, scan ones that are irreplaceable and label any containers you choose to store them in.</p>
<p><b>31</b></p> <p><b>WEEKLY CHECKLIST</b></p>	<p><b>Notes:</b></p>					