

2017



A YEAR OF ORGANIZING

A Month by Month Simple Guide

Make 2017 the year you get your home organized. Follow this simple guide on your path to creating a peaceful home.

Jennifer Martin

www.jmhomeorganizing.com

*"Have nothing in your home that you do not know
to be beautiful or useful"*

William Morris

Tips for a successful year.....

- Fill in your calendar with birthdays and special events.
- Right now, review your calendar and pick 2 days a month to dedicate 4 hours to organize (ex: 4 hours on 2 Saturday mornings).
- Make the commitment to yourself that you will follow your calendar.
- If you have never organized before don't stress. This is year one. Just do what you can.
- Remember that every item has a "home", everything in its place. Work with that in mind and don't be afraid to put things in the place that makes sense for your family.
- Organizing is taking stock of what you own, deciding what to keep and what to discard and deciding the best place to keep it. Ask yourself these 2 simple questions to keep yourself on track: Why do I have this? Why did I put it *here*?
- To help make organizing and purging go faster, create 5 piles: keep, donate, sell, throw away and "perhaps". Put those "perhaps" items in a bin and date it for one year away. If after one year you don't want it, discard it.
- Have a plan for your discards from clothing to books. The Resources page on my website will give you clear information on the best way to dispose of anything.
- On your organizing days, be prepared to remove your discards that same day. You don't want a lingering junk pile.
- The purpose of organizing is not to buy or make more storage for more things. The purpose of organizing is to pay attention to what you own and to create a system for a simpler life and a more peaceful home.
- A final thought from writer John Steinbeck, *"Now that you know you don't have to be perfect, you can be good"*.

Best Wishes on your Journey

Jennifer Martin



© Can Stock Photo

The Master Bedroom

Take care of yourself first! Your bedroom is your haven and your personal command center.

Goals

You will want to tackle your clothing, closets and dressers and under bed storage.

Tips

Arrange your clothing in the closet by work clothes and casual clothes. Make your work clothes easily assessable. Store off season clothing in bins to avoid closet clutter. Have as little as possible on the nightstands. Consider a valet tray to hold man's wallet, coins and watch. An organized bedroom gets your day started off right and allows you the comforts of rest in the evening.

Ahhh!

Your bedroom should be peaceful! Once decluttered, treat yourself to new bedding and pillows!

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's Day	2 New Year's Day Observed	3	4	5	6	7
8	9	10	11	12	13	14
15	16 MLK Day	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



The Kids Rooms

Teach your kids good habits to care for themselves and their belongings.

Goals

Have your child work with you as you sort clothing, downsize their toys, organize games, and school supplies.

Tips

Every child is different, so organize their room by what is important to them. Kids bedrooms need to be functional for getting ready for school and storing and showcasing their treasures. Give them easy rules to follow: make bed, dirty clothes in hamper and put away toys and clothes. Make "stations" for school work, creative play and a calm bed for sleep.

Ahhh!

Ask your child, "what do like best about your room and what would you like to change?" Children will be proud of their room!

February 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 Valentine's Day	15	16	17	18
19	20 President's Day	21	22	23	24	25
26	27	28				



Kid Room # 2

You may need more time for multiple kid's rooms. Or perhaps you have grown up kids who have "left behind" their things.

Goals

For those grown up and gone kids: Bedrooms, garage and basement are where their items get stored.

Tips

Your home is not a storage facility. Discuss with your adult child that they need to assess what they want to take and what needs to be discarded. School notebooks and textbooks should go first. Old clothing, toys, outdated electronics and old bedding next. Set a timeline for removal and compromise on a few items that they might like to keep in your home.

Ahhh!

You are teaching your child respect for you, your home and even their own possessions.

March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



The Kitchen

The health of the family depends on an organized kitchen. Good food planning and prep is less challenging with a clear space to work in.

Goals

Pantry and cabinets, cooking and baking supplies, appliances, dishes, old baby items, cleaning supplies and the "junk" drawer.

Tips

Toss expired food and items that nobody likes. Organize cupboards by category, soups, beans, grains, baking items. Allow yourself a junk drawer for candles, batteries, matches & takeout menus. Toss old sippy cups. Discard Tupperware with missing lids. Fold and roll plastic bags intended for trashbags. Store rarely used appliances higher up.

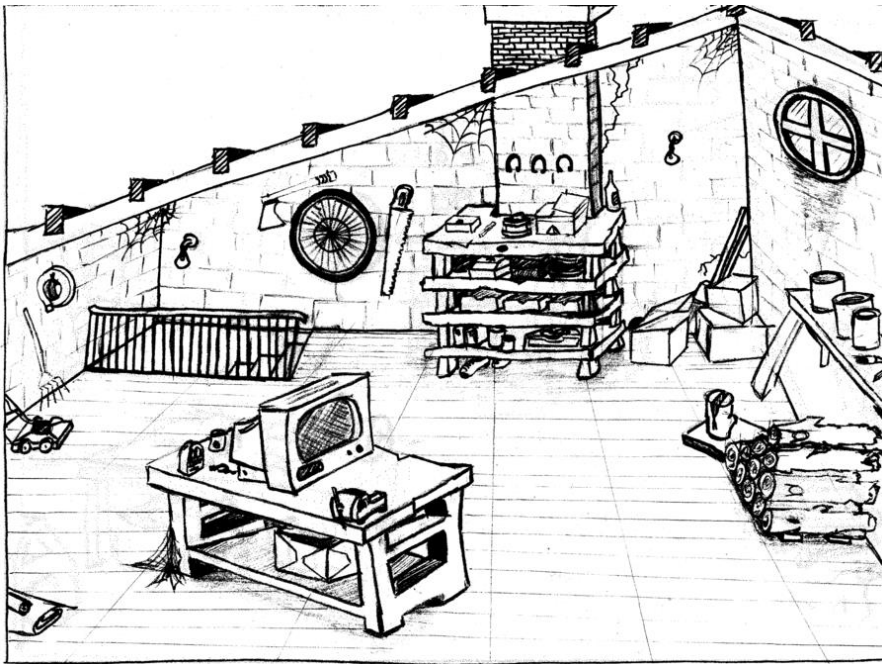
Ahhh!

Burn candles in the kitchen after dinner. Treat yourself to new dish towels.

April

2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
Easter 16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Garage & Attic

Your garage is for your car, workshop and outdoor equipment. It should not be a storage unit for forgotten or broken items. The attic is for heirlooms or seasonal items.

Goals

Tools, car supplies, garden tools, sports equipment, hazardous materials (ex: paint, oils).

Tips

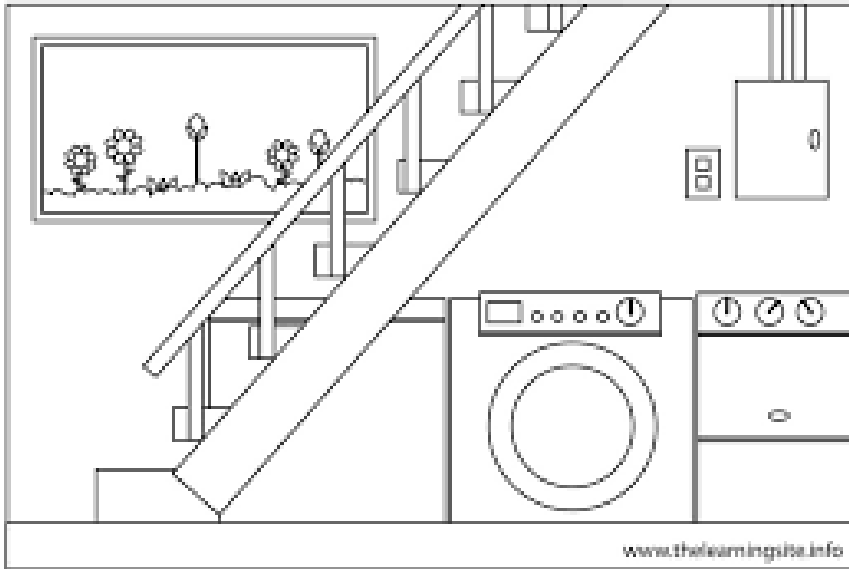
On a nice day empty the garage, assess what you have and re-organize by category. Invest in shelving and hooks for walls. In the attic, open all boxes, assess and store in marked containers. Clearly mark and set aside items for a garage sale or donation.

Ahhh!

It's a pleasure to have all your tools in one place and maybe even park your car in the garage!

May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14 Mother's Day	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 Memorial Day	30	31			



The Basement

The traditional basement has many good uses including man cave or rec room. Don't make it the land of forgotten toys and empty boxes.

Goals

Play area, toys, or more storage of sports or exercise equipment, craft supplies and holiday decorations.

Tips

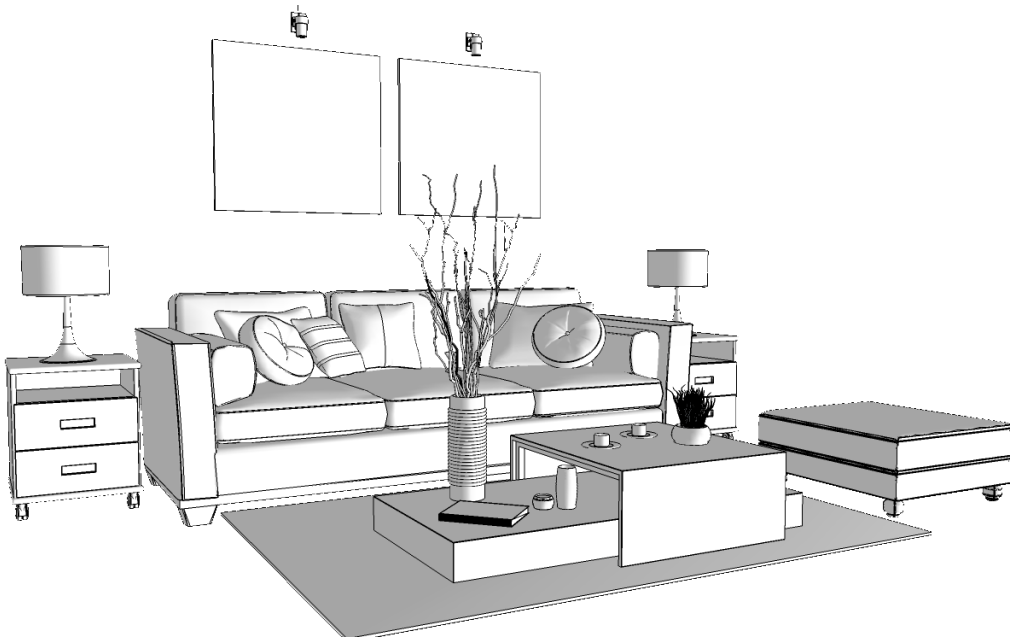
Sort and organize kids' toys, media, and hobby items. Label boxes of stored clothes. Do not keep old packing boxes! Do you really need every trophy? College textbooks will never be used again. Please donate.

Ahhh!

Create the basement you've always wanted. Update the kid area or make the man cave complete with giant screen tv,, speakers and a beer or wine fridge.

June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18 Father's Day	19	20	21	22	23	24
25	26	27	28	29	30	



Livingroom

This is the first place everyone sees when they enter your home. Make it inviting for your family and friends.

Goals

Media storage, DVDS, books, toys, hall and coat closets, and entryway.

Tips

Purge old magazines, set up a kid station to avoid a toy takeover, organize media on shelves or in baskets, create a designated entryway for shoes, coats, keys, handbags and mail. Set family rules for a quick clean up everyday.

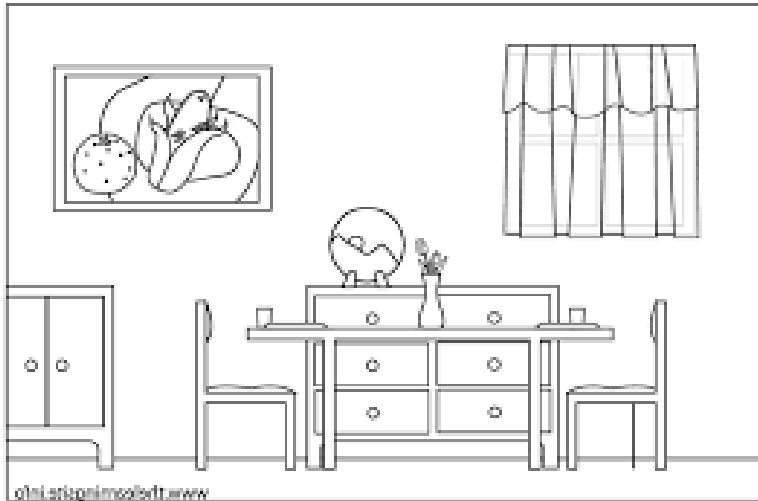
Ahhh!

Create balance in your livingroom by having two of the same item, chairs or tables. Table lamps make for relaxing light and a good reading place.

July

2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Independence Day	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Dining Room

Make eating at the dining room table a family priority.

Goals

Dining table, table linens, plates, servingware, holiday & entertaining supplies.

Tips

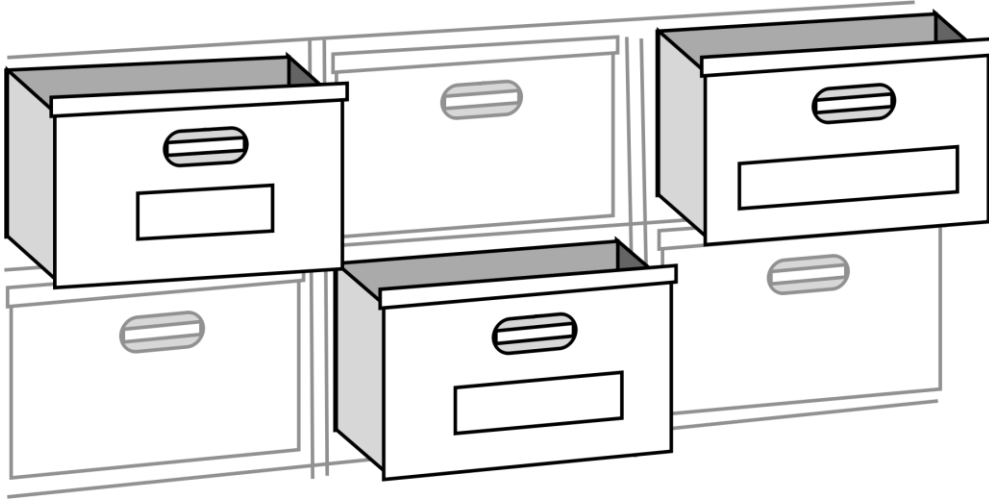
Dining rooms are often the center for family activities like homework or home office bill paying etc. Create designated spaces for storage of homework supplies and office supplies so that your table is not your family dumping ground. Put baskets on the sideboard. Make a rule for the table to be cleared before dinner.

Ahhh!

Plants and flowers brighten a dining room. Buy colorful tablecloths to change with the seasons.

August 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



The Home Office

The home office can be its own room or as simple as a file box on a desk or in a closet.

Goals

The keys words here are paper, documents, bills and planning.

Tips

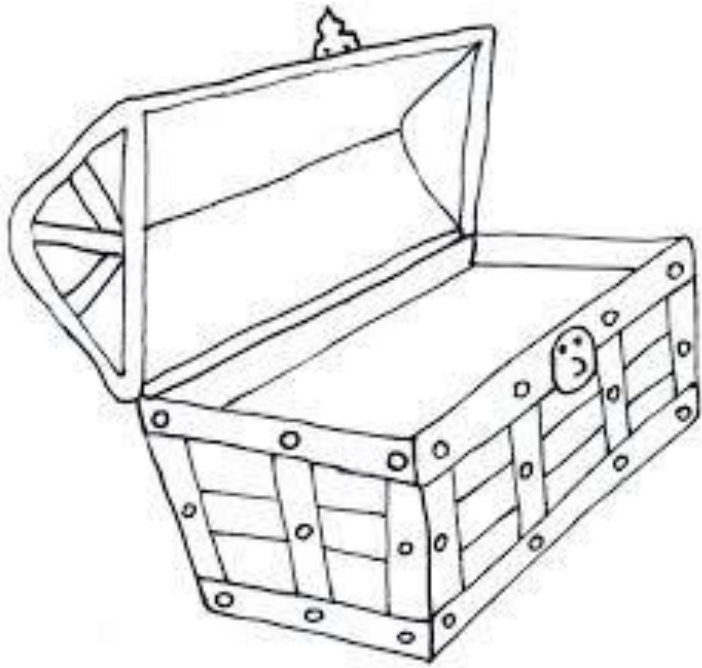
To keep excess paper under control, toss all junk mail immediately. No need to keep utility bills or paystubs for more than a year. Set up and organize files by category: taxes, bills, mortgage, loans, insurance, vital documents like passports and birth certificates. You can scan a lot but most people still need some paper files.

Ahhh!

Organize your life and keep a calendar! Stick with your preference for either paper or electronic.

September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labor Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 Rosh Hashanah	22	23
24	25	26	27	28	29	30 Yom Kippur
31						



Keepsakes

Our heritage and life stories are told through our keepsakes. Choosing what to keep from our parents or preserve for our children can be challenging.

Goals

Family photos, grandparent or parent mementos, select baby items and kids school days work and art.

Tips

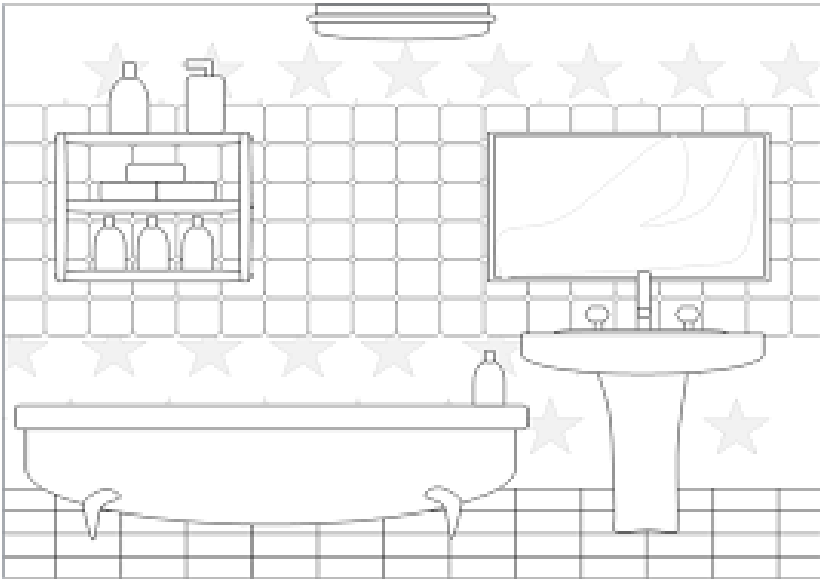
Keep one large bin for each child's babybook, art, awards etc. Do not keep every piece of paper they wrote on or school work that they bring home. Art work yes- spelling tests no. For elders items, letters, photos and cherished art, jewelry or handmade items are keepers. Avoid keeping large amounts of clothing, home décor items or "tchotchkes".

Ahhh!

Make digital photo albums to preserve family memories and history that you can easily share.

October 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Columbus Day	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 Halloween				



Bathrooms & Laundry

Fresh towels and uncluttered cabinets make a bathroom easier to clean and helps keep you healthy.

Goals

Towels, toiletries, beauty products, cleaning supplies, first aid, medications, miscellaneous linens.

Tips

Toss out the failed hair care products and make up. No one else wants them and they are cluttering your cabinets. Toss expired medications. Stock and update your first aid supplies. Toss or repurpose dingy towels. Clean out the laundry room of tattered clothing you intended to fix and ensure you have a clean surface to fold laundry.

Ahhh!

Buy some new towels and candles. No matter the weather, open your bathroom windows at least one day a week to let in the fresh air.

November 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11 Veteran's Day
12	13	14	15	16	17	18
19	20	21	22	23 Thanksgiving	24	25
26	27	28	29	30		



ENJOY YOUR HOLIDAYS!

Reflect

Review your purging and organizing progress from this year. Big or small accomplishments, give yourself a pat on the back!

Notes for 2018

Think about what you skipped this year and what you would like to give a second sweep to next year.

Upgrades

Consider simplifying your home life in 2018 with a Capsule Wardrobe or better meal planning.

December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13 Hanukkah	14	15	16
17	18	19	20	21	22	23
24 Christmas Eve	25 Christmas	26	27	28	29	30
31 New Year's Eve						