

52 Weeks of Organizing Tasks

Below you'll find 52 weekly tasks to complete. Some will take longer than others and they don't have to be done in any particular order. This is just a rough guideline to help you get your home in order over the course of an entire year.

1. Purchase a family calendar and hang it where everyone can see and use it.
2. Set up a central command center to help you manage all your paper piles.
3. Make a menu plan for the week and try to stick to it.
4. Organize your magazines...keep what you have the room to store.
5. Organize and declutter your kitchen counters so you can see and use them.
6. Clear clutter off nightstands.
7. Throw away expired medications/vitamins and organize what's remaining.
8. Toss old makeup and unused hair products and organize what's remaining.
9. Organize your spices and toss those that are unused or expired.
10. Clear clutter off dresser tops.
11. Organize your bookshelves.
12. Set up a donation station and add 20 items to it from around the house.
13. Organize cookbooks and recipes.
14. Organize the linen closet.
15. Make your bedroom an organized sanctuary...eliminate clutter and add peaceful decor.
16. Sort and organize DVD's.
17. Sort and organize board games.
18. Create a home for all the electronic gadgets and cords.
19. Sort and organize all the gaming gear.
20. Add hooks to your entryway for coats.
21. Organize your entryway closet or space.
22. Create a gift wrap station.
23. Set up file folders and organize your filing cabinet for paper that needs to be archived.
24. Organize kitchen drawers.
25. Organize and clean your pantry.
26. Organize and clean the fridge.
27. Organize and clean your laundry space.
28. Create and/or organize a homework station.
29. Clean and tidy underneath your bathroom and kitchen sinks.
30. Do a 10 minute tidy around the house every night this week. Then keep it up!
31. Purge clothes that haven't been worn in a year.
32. Clear off the coffee table and find a home for the things that don't belong there.

33. Organize household cleaners – stock *each* bathroom with essentials to save time.
34. Do a thrift store run to drop off items from your donation station.
35. Organize the garage.
36. Organize your office area/desk space.
37. Organize your computer files.
38. Create storage solutions for toys.
39. Organize all the sock and underwear drawers. Use bins to create boundaries.
40. Sort and organize your jewelry.
41. Organize and purge kid's clothing.
42. Clear off the dining room table and find a home for the things that don't belong there.
43. Organize pictures and photo albums.
44. Organize your purse.
45. Organize and clean your vehicle(s).
46. Set up an arts and crafts station and organize supplies there.
47. Set up and implement chore charts for the kids.
48. Switch out seasonal clothing for the family.
49. Find a home for and organize pet supplies.
50. Organize warranties and manuals to one location.
51. Create memory totes or binders to contain the kid's school and art work.
52. Purge and organize any overflowing space until it fits without being cluttered.

Some of the above tasks have been discussed in more detailed on my blog. Please visit my site for more information. Thank you!

www.orgjunkie.com

