

What to Calendar for 12 Months

to Stay Organized and Efficient in Life

Weekly



- Meal plan for the week
- Checking bank accounts (personal budget)
- Upcoming appointments
- Upcoming events
- Cleaning schedule/chores
- Birthdays to recognize for the week
- Exercising schedule
- Email inbox clearing



...

Monthly



- Kids' school events and activities
- Bills that are due
- Upcoming holidays
- Budgeting for the month
- Monitoring of personal goals
- Visits and get-togethers with friends and family
- Work area organizing
- Dry cleaning (if any)
- Outdoor area maintenance



...

Quarterly



- Conferences
- Car maintenance
- Closet organizing and decluttering
- Upcoming insurance renewals
- Haircuts
- Shopping needs for clothing and shoes
- Museum visits
- Book reading lists for the following 3 months

...



Yearly



- Vacations
- Spring cleaning
- Plans for major repairs (if any)
- Tax preparation appointment
- Dental appointments (twice a year)
- Yearly medical checkups
- Small family trips and events (theme parks)

...

