

WHAT TO FOCUS ON FOR ORGANIZING AND DECLUTTERING FOR THE NEW YEAR

1) Clean and tidy up your living spaces.

2) **DECLUTTER YOUR WORK AREA.**

3) Declutter and delete emails from your inboxes.

4) **ORGANIZE YOUR REFRIGERATOR AND PANTRY.**

5) Mark your calendar for the new year with important events.

6) **EMPTY OUT FILES OF OLD DOCUMENTS YOU DO NOT NEED.**

8) **WRITE OUT SMART GOALS FOR THE NEW YEAR.**

7) Get a new planner and start filling it with important dates, events, and activities.

9) Organize monthly budgets for the new year.

10) **GET RID OF THINGS YOU HAVE NOT USED FOR THE PAST YEAR BY DONATING THEM.**

11) **FINISH AS MANY SMALL TASKS AND PROJECTS AS POSSIBLE.**

12) Organize your backpack, purse, wallet, and car.