

# March 2016

Welcome to month three. YEA! You are making progress. Don't get discouraged. This is a journey and every step forward is one step in the right direction. Remember that a good system shortens the road to the goal. Just take it day-by-day and you will get there.

Simplicity  
is the ultimate  
sophistication.  
~ Leonardo DaVinci

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Purge books.	2 Gather all of your books into one place.	3 Purge books again.	4	5
6	7 Organize books.	8 Gather all game boards in one location.	9 Purge and organize game boards.	10 Spend 15 minutes cleaning out a junk drawer.	11	12
13	14 Purge and organize vases.	15 Purge and organize placemats.	16 Purge and organize cleaning supplies.	17 Organize extra batteries and flashlights.	18	19
20	21 Clean off all flat surfaces in laundry room.	22 Clean and organize laundry supplies.	23 Clean and organize pet supplies.	24 Clean and organize spare candles.	25	26
27	28 Spend 15 minutes cleaning out a junk drawer.	29 Purge and organize cookbooks.	30 Clean and organize tablecloths.	31 Make-up day. Do anything you did not get to.		

**Tip One:** Set a timer for 15 or 30 minutes and do what you can in that amount of time.

**Tip Two:** Take Everything out and put back only what you really need or want.

**Tip Three:** Touch everything only once. Decide to keep, give away or throw away.

**Tip Four:** Remember to turn up the music.

**Tip Five:** Remember that it is OK to let items go. They have already served their purpose.

**Tip Six:** Congratulate yourself for every step forward.