

# April 2016

April Fool's Day, Taxes, and April Showers – It's a crazy way to welcome spring! Make the best of it by organizing the office space this month. This is month four of a yearlong home organization challenge. Keep on going – you are doing a great job!



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Color code your filing system. Use a label maker.	5 Create a shredding area.	6 Purge files.	7 Purge files.	8	9
10	11 Create Life Binder – Personal	12 Clear and organize spot for incoming mail	13 Organize a Printing Station	14 Purge desk drawers.	15	16
17	18 Create Life Binder - Medical	19 Categorize office supplies. Store like items together.	20 Purge and organize books	21 Purge and organize books	22	23
24	25 Create Life Binder - Kids	26 Create a homework supply box.	27 Update Address book (online or hard copy)	28 Opt out of junk mail. Online and snail mail.	29	30

**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.

