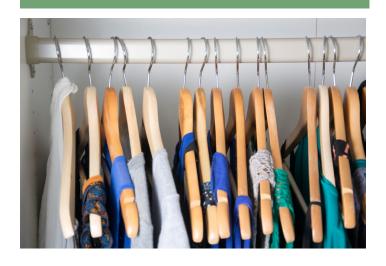
May 2016

April showers bring May flowers and a whole new month of organization!

A simplified life is a beautiful life.

It seems that there is always a drawer or shelf that needs purging, sorting, and organizing. This is catch-up month!



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|-----------------------------------|---|---|--|----------|
| 1 | Clean off all flat surfaces in your bedroom. | Sort and organize mail. | Get rid of all those extra nonworking pens and pencils. | Clean out a pantry shelf. | 6 Clean kitchen counters. | 7 |
| 8 | 9 Purge and organize cookbooks. | Purge desk drawers. | Categorize office supplies. Store like items together. | Purge and organize placemats. | Clean off all flat surfaces in laundry room. | 14 |
| 15 | Clean a junk drawer. | Clean under the bed. | Purge and Organize Jewelry. | Organize any closet. | Organize any closet. | 21 |
| 22 | Spend 15 minutes cleaning out a junk drawer. | Purge and organize vases. | Purge and organize master bath drawers. | Purge and organize plastic food containers. | Clean and organize laundry supplies. | 28 |
| 29 | 30 Purge and organize travel toiletries. | 31 Finish any undone items. | | | | |

Tip One: Turn up the music and enjoy!

Tip Two: Make three piles: Throw Away, Give Away, and Put Away. Tip Three: Purge! Touch everything only once. Tip Four: Don't
Overthink it.

Tip Five: Make it routine. Put items away every day.

Tip Six: Congratulate yourself everyday you spend 15 min. organizing.