

THEME:

*Holidays*

# Declutter Calendar

## December



	01	02	03	04	05	06
	Update your address book and make a list of who you will send Holiday cards to.	Designate one place to display your Christmas cards - mantel, basket, taped to inside of front door. (Keep envelopes/return addresses)	<a href="#">Declutter gift wrap, gift bags, and boxes and organize the rest.</a>	Declutter and organize bows, ribbons, tags, tape, and scissors	Gather Christmas decorations from garage, attic, or basement	<a href="#">How to organize and store Christmas decorations (so you'll be prepared at the end of the month)</a>
07	08	09	10	11	12	13
Declutter and organize tree items: ornaments, garland, tree skirt, etc	Declutter and organize all other inside holiday decorations - garland, knick knacks, candles, etc.	<a href="#">Declutter and organize outdoor decorations: Christmas lights, wreaths, etc.</a>	Gather and organize extra extension cords and powerstrips	<a href="#">Keep track of gift purchases, amount spent, and delivery schedule. Get a free gift tracker here.</a>	<a href="#">Unexpected company dropping by in a few minutes? How to straighten the house quickly (in an emergency)</a>	<a href="#">Create Holiday dinner &amp; party menus and do an inventory of your freezer and pantry to use items before buying more</a>
14	15	16	17	18	19	20
Reorganize and declutter your recipes. Group them in a photo album (w/slide in pockets) by category - sweets, entrée, bread, sides, etc.	If you have Pinterest, search for your fav recipes and add to your boards by category or upload to a file on your computer or phone	<a href="#">Organize your spice cabinet to prepare for holiday baking</a>	Declutter kitchen countertops, dining table, and gathering areas to prepare for guests.	<a href="#">Organize &amp; declutter paper plates, napkins, and plastic silverware and glasses. See example here.</a>	Declutter holiday dishware. Wash holiday dishes, linens, towels, and glassware to prepare for holiday meal.	Vacuum and dust curtains, blinds, ceiling fans, top of fridge and top of kitchen cabinets.
21	22	23	24	25	26	27
Vacuum underneath couch cushions, wash/vacuum area rugs, including bath mats and entryway rugs	<a href="#">Wash guest bed linens &amp; towels, throw pillows, lap blankets, and afghans. Best way to wash towels.</a>	Sweep and declutter front porch to make it welcoming for guests.	<a href="#">Pack hot cocoa or cookie mix into mason jar for quick neighbor gift (see #25 in link) (Don't forget to put out cookies and milk for Santa)</a>	MERRY CHRISTMAS! Have a large garbage bag to throw away ripped wrapping paper and other trash) Keep gift bags, boxes and bows.	Prepare for end of year insurance - write an inventory & take pictures of each room in your home (& outside)  File warranties and receipts for new items received.	<a href="#">Take all donations to your various destinations today! Don't forget to get a donation form, fill it out with what you donated and put in your tax folder.</a>
28	29	30	31			
Repair or replace damaged seasonal storage boxes. Label what's in them and put on outside of the box.	Grab the kept envelopes and update addresses in your address book. Decide which cards to keep and discard rest.	<a href="#">HAPPY NEW YEAR! Bonus headstart: Turn your hangers backwards in your closet.</a>	New Year's Eve! Write down or take a selfie video on your phone of your New Year's goals.			