

december get organized checklist



- * Set your goals for the month.
- * Check your monthly tickler folder.
- * Finish your holiday shopping.
- * Wrap gifts and ship any gifts to out of town friends and relatives.
- * Send holiday cards.
- * Plan your holiday menu.
- * Decorate for the holidays.
- * Declutter your holiday decorations. Let go of anything that you don't put out this year because you no longer love it.
- * Make New Year's Eve plans.
- * Prepare for winter weather.
- * Call to have the chimney swept.
- * Enjoy the holiday season!
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