

# February 2024 Organizing Checklist

by Maria Gracia

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My NEW February 2024 Organizing Checklist provides an organizing TO DO for every day of the month...

- \_\_\_ Feb 1 **Tidy your pantry.** Quickly go through your pantry and group similar items together making categories like baking items, grains, etc.
  
- \_\_\_ Feb 2 **Groundhog Day.** Assign specific tasks or goals today based on your local groundhog's prediction (*e.g., sunny for productivity goals, cloudy for relaxation activities, etc.*).
  
- \_\_\_ Feb 3 **Rotate your Valentine's Day decor in.** If you decorate for Valentine's Day, today is a good day to pull out that decor and arrange it in your home. Of course, if any Christmas decor is still out, it's definitely time to stow that away.
  
- \_\_\_ Feb 4 **Make it easy to find your remote controls.** Ensure that remote controls are in their designated spots. If they don't have designated spots, today is a good day to decide on one. We keep all of ours in a small basket near the TV.
  
- \_\_\_ Feb 5 **Fluff sofa pillows.** Fluff and arrange pillows on the living room and/or family room sofa. This helps maintain a neat appearance.
  
- \_\_\_ Feb 6 **Keep your paperwork in check.** Go through five file folders. Locate unnecessary or outdated paperwork and recycle it. Be sure to shred any sensitive information.
  
- \_\_\_ Feb 7 **Get it done.** Handle a bill that needs to be paid or a form waiting to be filled out.

- \_\_\_ Feb 8 **Sort by sleeve length.** In your clothes closet, organize your shirts by grouping those in three categories: long sleeves, short sleeves, and sleeveless.
- \_\_\_ Feb 9 **Declutter bath toys.** Inspect kid bath toys and declutter any that are broken, no longer loved, moldy, or taking up unnecessary space.
- \_\_\_ Feb 10 **Chinese New Year.** It's the year of the dragon. Draw inspiration today from the dragon's qualities like strength, courage, and ambition and take one action on something you've been meaning to pursue.
- \_\_\_ Feb 11 **Super Bowl Sunday.** Relax today and enjoy the game. An easy main dish to make today is chili in your slow cooker. If you're having company, ask everyone to bring a dish to pass.
- \_\_\_ Feb 12 **Make your bathroom sink shine.** Clean your bathroom sink, including the faucet.
- \_\_\_ Feb 13 **Mardi Gras.** Make and eat pancakes for dinner.
- \_\_\_ Feb 14 **Valentine's Day and Ash Wednesday.** Enjoy a special meal sometime today, whether you are celebrating with a significant other or not. It can be simple such as a bagel and coffee out at a coffee shop, sharing a heart-shaped pizza for lunch, or a simple candlelit spaghetti dinner at home. For Ash Wednesday, engage in reflective activities, such as considering personal goals or intentions for the Lenten season.
- \_\_\_ Feb 15 **Donate something decorative.** Bid farewell to a decorative item that no longer aligns with your personal style or your home's decor.
- \_\_\_ Feb 16 **Begin thinking about replacing winter items that you're wearing, but that you also know this is the last season you'll be doing so.** As winter starts to wind down, retailers often discount winter clothing, including coats, sweaters, boots, and accessories. Now is a great time to purchase.

- \_\_\_ Feb 17 **Weed out your eating utensils drawer.** Get rid of any bent or damaged silverware...or any you're not using.
- \_\_\_ Feb 18 **Tidy your home office desk.** Clear unnecessary items. Organize papers and office supplies into designated storage systems. Wipe down the surface.
- \_\_\_ Feb 19 **Presidents Day (USA).** Watch a documentary or movie about an American president. If you haven't seen it, you may enjoy the movie, *Lincoln*, directed by Steven Spielberg. The film focuses on Lincoln's efforts to pass the 13th Amendment and end slavery.
- \_\_\_ Feb 20 **Donate a "just in case" pair of jeans or a sweater.** If you never wear one of your pairs of jeans or a sweater, but you're keeping it "just in case," that item is a prime candidate for your donation box.
- \_\_\_ Feb 21 **Get rid of an old computer or laptop.** Donate it if it's still working and someone else can use it. If it's broken, check with your local waste management or environmental services for information regarding safe disposal. Erase any sensitive data first if necessary. Get help from a computer professional if you're not sure how to do this.
- \_\_\_ Feb 22 **Begin using (or donate) exercise equipment.** If you have exercise equipment that is gathering dust, either make a definite plan to use it...or donate it so someone else can benefit from it.
- \_\_\_ Feb 23 **Donate one board game or toy.** Donate one board game or toy that is in good condition to a local charity, school, or your local library.
- \_\_\_ Feb 24 **Spot clean your favorite shoes or sneakers.** Your favorite footwear needs a bit of TLC every now and then.
- \_\_\_ Feb 25 **Declutter your calendar.** Are there a few events that you really don't want to attend that you can decline and cross off your calendar? If you don't respect your time, nobody else will.

- \_\_\_ Feb 26 **Give three people a genuine compliment today.** It's a no-cost way to make a positive difference.
  
- \_\_\_ Feb 27 **Give your fingernails or toenails some attention.** Get a professional manicure and/or pedicure or do one or both at home yourself.
  
- \_\_\_ Feb 28 **Dust wall vents.** Pick any room in your home and give the wall vents a good dusting off.
  
- \_\_\_ Feb 29 **Leap Day.** Use Leap Day as an opportunity to take a personal "leap of faith" by trying something new or stepping out of your comfort zone. Whether it's starting a new hobby, pursuing a goal, or making a significant decision, Leap Day can symbolize a day to embrace change and take bold steps forward.

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