

November 2023 Organizing Checklist

by Maria Gracia

GetOrganizedNow.com

My NEW November 2023 Organizing Checklist provides an organizing TO DO for every day of the month...

- Nov 1 **Decide on your Thanksgiving outfit.** Choose all clothing, shoes, and accessories. Inspect for loose hems or missing buttons so these can be repaired early. Iron anything that needs it. Put that outfit aside in your closet.
- Nov 2 **Remove any build-up of hair and gunk from your bathroom sink drain.** If your sink has been draining slow, chances are it's clogged with hair and gunk. Use a drain clog remover to clean it out.
- Nov 3 **Organize your holiday table linens.** Declutter those you no longer use/love. Gather sets of tablecloths and matching napkins together. One way to save money is to use your everyday tablecloth for the holidays, but dress it up with a holiday table runner.
- Nov 4 **Set your clock BACK one hour before you go to bed tonight.** Tomorrow is Daylight Savings Time at 2:00 a.m.
- Nov 5 **Daylight Savings Time.** Be sure all the clocks in your home, on your vehicle, your watch, etc. are set to the correct time. While you're at it, order your Thanksgiving turkey if applicable.
- Nov 6 **Fill a donation box with warm coats and outerwear.** It's the perfect time to go through your coat closet and donate warm coats and outerwear. Others will be grateful for your donations as winter sets in.
- Nov 7 **US General Election Day.** Elections are likely being held in your town. Exercise your right to vote today.

- ___ Nov 8 **Sort through old craft materials.** Can you donate some items you're no longer using. Is there something you can create with your craft scraps for Turkey Day. Maybe you can make place cards or cloth napkin rings?
- ___ Nov 9 **Delete 50 email messages you don't need.** If you just scan the subject lines, this should take you 15 minutes or less to do.
- ___ Nov 10 **Stow away spring and summer jackets.** It's time for fall and winter outerwear. If spring and summer jackets still have prime space in your coat closet, stow them away or at least hang them on both ends of your closet so that this season's choices are front and center.

Want a clutter-free home once and for all? Check out my Goodbye Clutter resource!

Visit: GetOrganizedNow.com/goodbye-clutter-sl.html

- ___ Nov 11 **Veteran's Day.** Use today to honor those who lost their lives, throughout the years, fighting for our freedom. Observe a moment of silence, typically observed for two minutes at 11:11 am every Veterans Day.
- ___ Nov 12 **Sort your socks.** Bid farewell to those that have lost their mates.
- ___ Nov 13 **World Kindness Day.** Do something out of the goodness of your heart today. Perhaps spearhead a food drive in your neighborhood, offer help with your town's Thanksgiving parade, or do something on a personal level, like making and bringing a meal to a neighbor who is hurt or going through an illness.
- ___ Nov 14 **Fix a squeaky door hinge.** It's an easy fix when you have the right lubricant product to help. You'll be so happy when you don't hear that screech every time you open a door or cabinet.
- ___ Nov 15 **Enroll in your health insurance plan.** If applicable to you, now is the time to do your research and get enrolled in a plan so your health insurance is set for 2024.

- ___ Nov 16 **Get rid of old cookbooks.** If you only search for recipes on Pinterest (or online) these days, there is no sense keeping those old cookbooks you never open. Donate them.
- ___ Nov 17 **Pick up all of your non-perishables for Thanksgiving Day.** If you're hosting, you'll be glad this task is done early.
- ___ Nov 18 **Switch your magazine subscriptions to a digital service.** You'll be saving trees AND cutting down on clutter. I use *Apple News*, but there are many paid services that are also good...and libraries often offer a free magazine service!
- ___ Nov 19 **Determine how many days your Turkey Day turkey needs to defrost.** According to Butterball, allow at least one day of thawing for every 4 pounds of turkey. So depending on the size of your turkey, you may have to begin today. Defrost IN the refrigerator.
- ___ Nov 20 **Donate your excess of office supplies.** Many homes and offices have way more office supplies than they'll ever use. You're certainly not going to donate, let's say, printer paper that you use often...but maybe donate old toner cartridges that don't fit your printer, an excess of binder or paper clips, or report covers that you may not have any use for.

Do you want more time in your day to get things done AND to find the time to do what you love? Check out my 501 Tips and Ideas for Finding More Time resource!

Visit: [GetOrganizedNow.com/time.html?c](https://www.getorganizednow.com/time.html?c)

- ___ Nov 21 **Write a letter of appreciation.** Whether it's to a teacher, a small business owner, a neighbor, friend, or family member, write a hand-written letter of gratitude and appreciation and mail it today.
- ___ Nov 22 **Inspect your sleepwear.** Is your sleepwear all in good condition or are you ready to replace some of it? Today is a good day to inspect for rips, stains, broken elastic, etc.

- ___ Nov 23 **Thanksgiving Day.** If you're cooking, mindfully enjoy the process as well as the result when everyone is enjoying your meal at the dinner table. If you're traveling, be safe and strike up a conversation with the person sitting next to you on the plane. If you're alone, do something nice for yourself. Order a take-out Thanksgiving dinner and watch your favorite movie on TV. Do what you can to enjoy the day.
- ___ Nov 24 **Black Friday.** Today is a good day to get deals on items you actually need; not random stuff. For instance, if you've been needing a new vacuum, you may be able to get a good deal on one today.
- ___ Nov 25 **Small Business Saturday.** I always like to support local businesses in my community...and I often buy gifts for my gift recipients from these businesses. Today, support a local business in your community.
- ___ Nov 26 **Begin writing out your Christmas/holiday cards.** If you send out Christmas cards, begin writing out the first few today...and then a few a day going forward.
- ___ Nov 27 **Cyber Monday.** Just like I mentioned for Black Friday, today is a great day to get something you already need for a great price...online.
- ___ Nov 28 **Put up your artificial tree.** If you have a faux tree, it's a great time to get it up and assembled. Then, work on it a bit a day until it's all decorated.
- ___ Nov 29 **Sort through a box in your garage, attic, or storage closet.** What can you get rid of it? What can be put on display? What can be stored better? Make some decisions.
- ___ Nov 30 **Begin researching something that requires it.** Are you getting ready to move, buy another vehicle, change banks, reconsider a new hair dresser, etc.? Today is a good day to begin gathering some details.

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