

Make a copy and put this in a visible place. Circle the two that appeal to you each week so you won't forget your commitment. Share with others. Make extra copies. To make it more fun, do it with a friend. Take it to work. Put it (or extra copies) on the bulletin board.

WEEK ONE

- Make bed daily for one week.
- Try a new cleaning product—oven, carpet, bathroom, etc.
- Spotlight a problem area, either a locality such as a child's room or habit like dropping books at a door. Concentrate your thinking on it and write it down.
- Devise a workable solution for a problem area.
- Pick up the house for fifteen minutes before bed every day.
- Organize a drawer.
- Get rid of an unused toy and/or kitchen gadget.
- Clear and organize the kitchen counter.
- Write out a simple household maintenance schedule.

WEEK TWO

- Peruse cleaning products and read the labels at the store to discover new products and new uses for old ones.
- Purchase and use a new organizing product (shoe rack, drawer divider, pot lid hanger, etc.)
- Keep the sink clear with dishes out of the sink all day for one day.
- Write a letter of intent to your house.
- Get rid of at least one outdated periodicals, hopefully more.
- Donate books and/or videos to the library, your church, or a charity.
- Finish up or discard an unfinished project.
- Throw out old makeup, at least one.
- Donate unused clothing to charity.
- Organize a kitchen cabinet.

WEEK THREE

- Develop an organizational plan for the whole family. Delegate chores.
- Call a family council meeting concerning the plan.
- Talk to a significant family member about your organizational goals.
- Find and display a magazine picture to represent your dream home.
- Write out five or more dream statements about your house.
- List your three great frustrations about the house.
- Enlist a buddy to whom you can be accountable for your progress.
- Write and post a family reminder in trouble areas.
- Throw out old food from the refrigerator.
- Survey cleaning tools in the grocery or hardware store.
- Write a menu for the week and post it on the refrigerator.
- Use a web browser to look up web pages about household organizing.

WEEK FOUR

- Rearrange furniture in a room.
- Plan a garage sale.
- Handle appropriately all mail on the day it comes.
- Delete all old emails.
- Buy or make a bill organizer, one that hangs on the wall or fits in a drawer.
- Set up a file system.
- Set up a holiday box or boxes to hold decorations for each holiday.
- Read an article or chapter from an organizing book on household organizing.
- Read an article or chapter on time management.
- Read a book on home organizing or time management.

WEEK FIVE

- Discard one thing from your closet.
- Organize sewing box, hobby or craft material.
- Locate a local household professional organizer by going to the website of the National Association of Professional Organizers (www.napo.net).
- Talk to a professional organizer about his or her services.
- Develop chore list and reward system for children.
- Skip a TV program and organize something instead.
- Ask friends about a housekeeper or cleaning service.
- Pretend you are a stranger entering your front door for the first time. Look around to get a fresh view.
- Discard games and puzzles that are missing pieces or have torn boxes.
- Interview a person you admire who keeps an organized home.
- Hire a plumber, electrician, or handyman to do a repair job that has been neglected.

WEEK SIX

- Choose a home improvement project and take steps to do it.
- Clean the car, the inside, the outside, or both. Either by yourself or hire someone..
- Invite friends over.
- Throw out all pens and markers that don't work.
- Throw out all family members that don' work. (A little organizational humor. But there is truth in it.)
- Visit an automotive store to consider organizational products for the car.
- Scout out the organizing section of a variety or hardware store for organizing products.
- Read an interior decorating magazine or book.
- Start a home decorating idea scrap book or box keeping favorite pictures, scraps, material, etc. (Read "Living Organized" by Sandra Felton for more information about how to do this effectively.)
- Visit an office supply store for ideas on how to organize, especially papers.
- Consolidate and organize snapshots.