



Daily Organising Challenge

Imagine a better calmer life. Create an organising habit in just 25 mins a day.

<p>1</p> <p>Grab your diary or use the calendar on your phone, add key dates, birthdays, holidays. For family visibility - copy items to a wall planner, or create a cloud calendar & give family members access</p>	<p>2</p> <p>Note in the diary/planner recurring household tasks such as bin day, reminders to change the beds and allocate days to wash towels, uniforms, dark & light loads, etc</p>	<p>3</p> <p>Carefully wrap Christmas decorations, dispose of damaged items, store away in labelled air tight containers (include Christmas wrapping & cards for next year)</p>	<p>4</p> <p>Set-up a weekly meal planner board and plan for the week ahead referring to the family diary. Note any ingredients needed and add to a shopping list</p>	<p>5</p> <p>Create an 'Action' box in the hallway. Open letters as they arrive, recycle leaflets & envelopes. If you can't take action immediately, add to the box. Manage actions weekly before filing/ shredding</p>	<p>6</p> <p>Allocate a bag for kit for each of your children's hobbies & ensure they know where to find it. Pack clean kit straight into the bag as it's washed so it's ready for next class</p>	<p>7</p> <p>Review your week and celebrate your achievements! Consider how the results have impacted your life and how it feels. Review the actions for the week ahead and plan in time to achieve them</p>
<p>8</p> <p>Empty your underwear drawer. Consider each item, do you still wear them, do you still love them? Dispose of ill-fitting or damaged. Divide drawers for pants, bras, socks using shoe boxes</p>	<p>9</p> <p>Gather all shoes & boots. Look at each pair -do you still wear and love them? Give away/sell those you don't. Repair old pairs. Store away shoes worn less often & keep regulars in the hallway for quick access</p>	<p>10</p> <p>Gather together all tops, t-shirts, blouses and review each. Do you still wear, love, and feel fabulous in it? Sell or donate the items you don't. Include anything unlikely to fit in the foreseeable future.</p>	<p>11</p> <p>Review your make-up. Dispose of anything that has expired (see the little open jar sign on most labels). Categorise and store all similar items together (eye make-up, lips etc).</p>	<p>12</p> <p>Gather all coats together, give away or sell duplicate colours/ styles and those no longer worn. Store in the wardrobe and keep a few regulars in the hallway for easy access</p>	<p>13</p> <p>Review trousers, skirts and dresses. Hold each item-do you still wear, love and feel fabulous in it? Donate or sell items you don't, including anything unlikely to fit in the foreseeable future.</p>	<p>14</p> <p>Review your week and celebrate your achievements. Consider how the results have impacted your life and how it feels. Review the actions for the week ahead and plan in time to achieve them</p>
<p>15</p> <p>Gather all toiletries. Check any opened bottles for expiry dates. Store similar items together in storage boxes in a cupboard close to where you use them (e.g. near shower)</p>	<p>16</p> <p>Sort through all towels. Donate or recycle unwanted towels. Most households only need to keep 2 bath towels for each household member, plus any hand towels. Keep a few extras for regular guests</p>	<p>17</p> <p>Gather together all medicines. Check expiry dates and review duplicates. Only keep what's needed, storing all similar items together. A labelled airtight box is useful if you don't have a medicine cabinet</p>	<p>18</p> <p>Review bed linen. Most households need 2 sets per bed, perhaps a few more if you have regular guests. Donate old, unused items to charity, animal shelters or recycle at the local recycling centre</p>	<p>19</p> <p>Gather together all books. Pass on duplicates, books that you have already read or are unlikely to read in 12 months. Categorise (e.g. genre, author, etc) & store, displaying titles, close to your reading spot</p>	<p>20</p> <p>Gather together & review your music. Do you love, listen to or have alternative ways to play it (e.g. Spotify)? Pass on items you don't want. Display by media & category near to your music player</p>	<p>21</p> <p>Review your week and celebrate your achievements! Consider how the results have impacted your life and how it feels. Review the actions for the week ahead and plan in time to achieve them</p>
<p>22</p> <p>Empty out your cutlery drawer. Dispose of broken items & donate anything you no longer need. Use a cutlery tray to separate cutlery and store similar items together</p>	<p>23</p> <p>Empty out saucepans and oven trays. Keep those in regular use. Donate or recycle items no longer needed. Store similar items together, close to the hob and oven</p>	<p>24</p> <p>Empty out your junk drawer. Dispose of broken or unidentifiable items and items no longer needed. Store with similar items or organise in small boxes in the drawer</p>	<p>25</p> <p>Remove all tins, packets and jars, from cupboards. Dispose of out-of-date items. Store similar foods together for easy access. Use shelf organisers & baskets to keep items together</p>	<p>26</p> <p>Remove contents from under the kitchen sink. Remove products no longer used. Store similar items together, using storage boxes for easy access. Keep frequently used items at the front</p>	<p>27</p> <p>Gather together all spare cables. Give away old cables and duplicates unless needed for multiple devices. Bind with reusable cable ties & store in one location for easy access</p>	<p>28</p> <p>Review your week and celebrate your achievements! Consider how the results have impacted your life and how it feels. Review the actions for the week ahead and plan in time to achieve them</p>
<p>29</p> <p>Move direct debits to just after payday so that you know what you have left over</p>	<p>30</p> <p>List your income & expenses. Create a budget & use comparison websites to review providers. Set-up standing orders for regular items to help manage bills & disposable income effectively</p>	<p>31</p> <p>Gather all paperwork, sort though, noting key dates and decide which documents to keep. Shred those not needed, put the remainder into categories and file</p>	<p>Just 25 minutes each day could transform your life. You can:</p> <ul style="list-style-type: none"> • form a habit that enables you to regain control over your environment • be more conscious of the things you bring into your home • create calm, organised space <p>Click the links to see blogs and other useful information.</p>			