

# november get organized checklist



- \* Set your goals for the month.
- \* Check your monthly tickler folder.
- \* Change clocks / fall back on the first Sunday of the month.
- \* Check the batteries in your smoke detector.
- \* Check your carbon monoxide detector.
- \* Get your home ready for the holidays!
- \* Declutter + organize the guest room.
- \* Stock the guest bath with fresh towels and toiletries for overnight guests.
- \* Declutter your to-do list or calendar of a recurring commitment that is weighing you down.
- \* Create your [holiday plans](#) and to-do lists.
- \* Start a gratitude journal.
- \* Plan and / or purchase any outfits you need for the upcoming holiday season.
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Need more help in getting organized? Check out our catalog of online classes at <http://bit.ly/19b3NQc>