

# JANUARY 2017

## Organization Kickoff Calendar

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SAT/SUN

### Suggested Monthly To-Dos:

Set up new calendar / planner  
 Update contacts, birthdays, & anniversaries and business contacts  
 Create / review yearly budget  
 Create 1 – 2 weeks of meal plans, including shopping lists.  
 Create & prioritize home repair list  
 Create & prioritize “special project” lists for home, work, hobbies, etc.

Schedule all family medical & dental appointments for year  
 Schedule all family vision appointments for year  
 Schedule 1 – 2 date nights per month & arrange child care  
 Schedule 1 – 2 family activities or day trips per month  
 Schedule all family salon appointments for year  
 Inventory, purge & organize medications & supplements.  
 Call in Rx refills to pharmacy

Clean out & wash car  
 Car oil change (& air filter)  
 Check car tires  
 Set up box/basket w/ cards, pens, stamps, etc.  
 Replace AC & fridge filters  
 Check smoke & carbon monoxide detectors; replace batteries.  
 Purchase all special occasion cards for birthdays, anniversaries, etc. for year  
 Purchase new toothbrushes

### Notes:

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Future events / Things to remember: