

# August 2023 Organizing Checklist

by Maria Gracia

GetOrganizedNow.com

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

- \_\_\_ Aug 1 **Declutter old manuals.** Say goodbye to manuals for electronics, appliances, etc. that you no longer have...or that are easily accessible online if you need to reference them.
- \_\_\_ Aug 2 **Bid farewell to one appliance.** Do you have an appliance on your counter or in your cabinet that you haven't used in years? Donate it.
- \_\_\_ Aug 3 **Declutter one email folder.** What's your most cluttered email folder? Declutter it today.
- \_\_\_ Aug 4 **Celebrate National Chocolate Chip Cookie Day.** Bake a homemade batch of your favorite chocolate chip cookies. Indulge in a few and share the rest with coworkers or neighbors.
- \_\_\_ Aug 5 **Organize one kitchen drawer.** Get rid of anything you don't need. Sort the rest so like-items are with like-items.
- \_\_\_ Aug 6 **Have a heart-to-heart conversation.** Spill out your emotions to your spouse, a relative, or a friend. Share your heart and allow the other person to share his/hers.
- \_\_\_ Aug 7 **Preserve memories digitally.** Organize and categorize a set of digital photos for effortless access. For instance, get those recent birthday or wedding photos together in one digital folder and name that folder appropriately.
- If you're making a folder to contain photos from your child's birthday, it may be named: BD-Kate-2-2023 (BD is for birthday, Kate is the child's name, 2 is how many years old, and 2023 is the year.) A consistent, clear naming system will allow you to find what you need quickly when you're looking for it later.
- \_\_\_ Aug 8 **Clean and declutter items stored on your refrigerator door.** Remove expired items. Wipe surfaces. Rearrange as needed.

- \_\_\_ Aug 9 **Simplify your beauty routine.** Weed out cosmetics you don't use. Don't buy extras of the same type of item until you're done. For instance, when you purchase a new eye shadow, don't buy another until the original one is nearly used up.
- \_\_\_ Aug 10 **Embrace mentorship on International Youth Day.** Spend 10 minutes supporting a young person in your community, empowering their growth. For instance, if you have expertise in a particular field, you could spend 10 minutes talking to a young person who is interested in pursuing a career in that field. You could share your experiences, insights, and tips to help them make informed decisions and set goals for their future.
- Want a clutter-free home once and for all? Check out my Goodbye Clutter resource! Visit: <https://www.getorganizednow.com/goodbye-clutter-sl.html?c>
- \_\_\_ Aug 11 **Optimize space in your garage or shed.** Is there something there that you never use? Give it away or sell it.
- \_\_\_ Aug 12 **Go Back-to-School shopping.** Get the supplies you and/or your kids need for a stress-free start to the school year.
- \_\_\_ Aug 13 **Get rid of old crayons.** No sense holding onto crayons that are broken or too small to color with. Donate them to a crayon recycling program! Get a fresh new box of your favorite colors.
- \_\_\_ Aug 14 **Quick-organize your computer desktop.** Get rid of icons you no longer need. Arrange your icons to keep similar types of icons together (like all of your social media icons together, all of your productivity icons in one corner, etc.)
- \_\_\_ Aug 15 **Embrace one eco-friendly habit.** Perhaps get yourself a set of reusable shopping bags for your mall runs, or start composting.
- \_\_\_ Aug 16 **Refill your favorite office supply that's running out.** Do you need printer paper or sticky notes?
- \_\_\_ Aug 17 **Strengthen online security.** Protect yourself by changing one of your passwords to a strong and unique combination.
- \_\_\_ Aug 18 **Update your ready-to-wear reading glasses.** Some folks need prescription glasses. If you're one of them, visit your optometrist for an eye exam. However, some folks can get away with "cheater glasses" (the type you can pick up at your local pharmacy or department store without a prescription). If you use

them, evaluate how your current ones are working for you. For instance, can you still read the newspaper with them without squinting? If not, you may need to get a new pair with increased magnification. Everyone has different needs, but this is a generalized chart:

Ages 40–49: +0.75 to +1.50 diopters

Ages 50–59: +1.50 to +2.25 diopters

Ages 61 and up: +2.25 to +2.75 diopters

\_\_\_\_ Aug 19 **Make or buy some general birthday cards.** It's really nice to have these on hand so you can give or send them to family and friends...without having to make a trip to the store!

\_\_\_\_ Aug 20 **Change the batteries.** Do you have a computer mouse, remote control, smoke detector, etc. that needs a set of new batteries? Replace those today.

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: <https://www.getorganizednow.com/time.html?cl>

\_\_\_\_ Aug 21 **Get an early start.** This is the time of year when you'll begin to see holiday decor in retail stores...Halloween and even Christmas! If you're in need of something, keep an eye out for early season sales on these items.

It's also a good time to begin getting rid of those items you no longer need...like lights that won't light (get rid of them) or a big artificial wreath that you never put up (donate it).

\_\_\_\_ Aug 22 **Clean up your [Pinterest pins](#).** Remove at least 10 outdated pins.

\_\_\_\_ Aug 23 **Get yourself a [fresh 2023-2024 calendar](#).** If you use an academic calendar (one that begins at the start of the school year, versus in January) it's time to get yourself a new one.

\_\_\_\_ Aug 24 **Start an important conversation.** Do you want to start a family, move to another state, begin planning a vacation, or something else that requires a conversation with a family member or friend? Begin that important conversation today.

- \_\_\_ Aug 25 **Water plants that are looking thirsty.** Have you been neglecting some of your plants? Give them some TLC. Water them well, repot if they're too small for the current pots.
- \_\_\_ Aug 26 **Clean the junk out of your purse or briefcase.** It's easy for purses and briefcases to turn into catch-alls for all sorts of junk (old receipts, used tissues, crumbled business cards you've acquired, etc.) Place a towel on your table to prevent scratches, empty your purse or briefcase onto the towel, pick out and discard all junk, and then re-sort your "keeper items" back in.
- \_\_\_ Aug 27 **Declutter under your bed...or your child's bed.** It's a good time to do so...maybe you'll even find that shoe that has been missing for weeks!
- \_\_\_ Aug 28 **Help your child with daily backpack organization.** It's a great time to teach kids how to get and stay organized. Some kids need a lot of (and continuous) guidance in this area.
- \_\_\_ Aug 29 **Prepare for the school year.** Create a back-to-school schedule and/or routine for a smooth and successful start to the academic year. Be sure it's written down so everyone can reference it as needed.
- \_\_\_ Aug 30 **Donate a few jackets that you never wear.** Do you need a new jacket or two for the fall season? If so, it's a good day to browse in a store or online.
- \_\_\_ Aug 31 **Gear up for September.** Goodbye August. Write down 3 goals you want to accomplish in the month ahead.

by Maria Gracia - Get Organized Now! <https://www.getorganizednow.com>

FREE Goodies and E-zine filled with tips, ideas, articles and more to help you organize your home, your office and your life at the Get Organized Now! Web site!

EDITORS AND PUBLISHERS ARE FREE TO REPRINT THIS ARTICLE IN ITS ENTIRETY AS LONG AS THE BYLINE REMAINS INTACT.