

January 2025 Organizing Checklist

by Maria Gracia

GetOrganizedNow.com

Start your New Year right with this January Organizing Checklist. This guide is packed with daily organizing tasks for January, winter cleaning ideas, and tips for a clutter-free home. Whether you're creating a January New Year decluttering plan or tackling weekly organizing projects, this checklist has something for everyone. Plus, I've included meaningful tasks for Martin Luther King Jr. Day and Inauguration Day.

- ___ Jan 1 **Start Fresh with January Goal-Setting Tasks:** Reflect on your goals for the year. Use this opportunity to create a January goal-setting checklist for productivity and organization.

- ___ Jan 2 **Card Cleanup:** Take down your holiday cards and recycle or save special ones in a [memory box](#).

- ___ Jan 3 **Winter Bucket List:** Create a January bucket list of easy decluttering projects and fun winter activities like sledding or baking.

- ___ Jan 4 **Baseboard Shine:** Dust and clean your baseboards to kick off your winter cleaning checklist.

- ___ Jan 5 **Declutter Checklist for January: Organize Your Files:** Organize one file in your home office or filing cabinet. Start fresh by removing outdated documents and papers.

- ___ Jan 6 **Share Joy:** Reflect on the joy of giving this New Year. Donate gifts you won't use and items you no longer need to a local charity.

- ___Jan 7 **Winter Organizing Projects: Clean Out Your Freezer:** Add this to your January decluttering tasks: Clean out your freezer. Toss expired items and plan to use up what's left.
- ___Jan 8 **Schedule Checkups:** Stay on top of your goals by scheduling annual doctor and dentist appointments for the year.
- ___Jan 9 **Winter Wardrobe Wash:** Wash your winter gloves, scarves, and hats to keep them fresh and ready for use.
- ___Jan 10 **January Household Tasks: Organize Your Pantry:** Declutter and organize one pantry shelf. Check expiration dates and group similar items together to stay efficient.
- ___Jan 11 **Meal Planning Made Easy:** Plan your meals for the week ahead to save time, reduce stress, and stay organized.
- ___Jan 12 **Entryway Tidy:** Sweep or vacuum your entryway and ensure it's free of clutter to make a good first impression.
- ___Jan 13 **Weekly Organizing Checklist: Declutter Your Inbox:** Tackle your digital clutter by clearing out your email inbox. Archive old emails and unsubscribe from newsletters you don't need.
- ___Jan 14 **Declutter Drawer:** Sort through your junk drawer. Toss expired coupons, broken items, and anything that doesn't belong.
- ___Jan 15 **Car Cleanup:** Check off this organizing TO DO: Clean out your car. Remove trash, vacuum the floors, and [organize your trunk](#).
- ___Jan 16 **Donation Box:** Start a donation box as part of your monthly decluttering plan. Add at least one item today.

- ___Jan 17 **Self-Care Routine:** Plan your winter self-care routine. Include skincare, warm baths, or cozy reading time.
- ___Jan 18 **Nightstand Neat:** Organize your nightstand by removing clutter and keeping only essentials within reach.
- ___Jan 19 **Movie Declutter:** Treat yourself to a movie night at home for [National Popcorn Day](#). Declutter your movie collection while you're at it.
- ___Jan 20 **Martin Luther King Jr. Day and Inauguration Day: Meaningful Organizing Ideas:** Reflect on these special days by organizing a donation to a charity that supports under-served communities.
- ___Jan 21 **How to Declutter Your Home in January: Tidy Up Kitchen Cabinets:** Organize one kitchen cabinet as part of your January decluttering checklist. Toss old spices and gadgets you no longer use.
- ___Jan 22 **Quick Declutter:** Set a timer for 10 minutes to tidy up a shelf or clear off a cluttered surface in your home.
- ___Jan 23 **Photo Purge:** Declutter your digital photo collection. Delete duplicates, blurry shots, or old photos you don't need.
- ___Jan 24 **Under Sofa Sweep:** Vacuum under your sofa and love seat. Check for dust bunnies hiding in hard-to-reach places.
- ___Jan 25 **Receipt System Setup:** Organize receipts into a digital system or folder to keep them from piling up.
- ___Jan 26 **Fresh Air Break:** Take a walk outside to boost your productivity and reset your focus.
- ___Jan 27 **Winter Cleaning Tips: Deep Clean Your Bathroom:** Scrub sinks, counters, and mirrors to make your bathroom sparkle.

- ___Jan 28 **Scarf Declutter:** Declutter your silk or outdoor scarves. Donate or recycle those you no longer wear or use.
- ___Jan 29 **Magazine Purge:** Go through your magazines or catalogs. Recycle or donate the ones you no longer need.
- ___Jan 30 **Window Shine:** Wash the insides of your windows to let in more natural light during the short winter days.
- ___Jan 31 **Celebrate Wins:** Reflect on your accomplishments from the month. Celebrate with a cup of tea and set goals for February.

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