

July 2024 Organizing Checklist

by Maria Gracia

GetOrganizedNow.com

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

- ___ Jul 1 **Fold and Put Away Laundry:** Fold clean laundry and put away in drawers or closets. Sort items by type (e.g., shirts, pants, socks) and ensure everything is neatly stored in its designated place.

- ___ Jul 2 **Tidy One Bathroom:** Clear off counters, put away toiletries, and hang up towels.

- ___ Jul 3 **Dust One Room:** Use a microfiber cloth to dust furniture, shelves, baseboards, and décor items.

- ___ Jul 4 **Celebrate the 4th of July (USA):** Properly display the American flag outside your home. Ensure the flag is in good condition, mount it on a flagpole or a bracket, and follow flag etiquette.

- ___ Jul 5 **Help Clean Your Neighborhood Block:** Grab a pair of gloves, a trash bag, and a litter picker if you have one. Focus on areas like sidewalks, parks, and common spaces, picking up any trash you see. This small effort helps keep your community clean and beautiful.

- ___ Jul 6 **Change the Sheets on One Bed:** Remove old sheets, pillowcases, and bedding. Replace them with fresh, clean linens.

- ___ Jul 7 **Straighten Out Your Dish Towels:** Remove all dish towels from your kitchen drawer, fold them neatly, and sort them by size or color. Wipe out the drawer before placing the neatly folded towels back in an orderly manner. If you have a surplus of kitchen towels, donate some.

- ____ Jul 8 **Identify and Clean the Dirtiest Window in Your Home:** Start by dusting off any loose dirt and cobwebs. Then, wash the window with a mixture of water and a few drops of dish soap or window cleaner. Use a squeegee or microfiber cloth to dry and polish the window for a streak-free finish.
- ____ Jul 9 **Assess Your Schedule:** Review your calendar to ensure you're not overcommitting yourself. Identify overlapping or conflicting appointments and assess whether you have enough time for rest and relaxation. Adjust or reschedule commitments as needed to maintain a balanced schedule and avoid overwhelm.
- ____ Jul 10 **Commit to Healthier Eating:** Plan and prepare a nutritious salad for lunch. Choose a variety of fresh vegetables, leafy greens, and lean proteins. Incorporate a homemade dressing or a healthy store-bought option. Enjoy your salad mindfully, savoring each bite and focusing on nourishing your body with wholesome ingredients.
- ____ Jul 11 **Read and Respond to Email:** Start with the oldest messages first and prioritize those that require action or a response. Archive or delete email that no longer needs your attention.
- ____ Jul 12 **Declutter Your Wallet:** Remove old receipts, expired cards, and unnecessary papers. Organize essential cards such as IDs, credit cards, and loyalty cards. Consider using a slim wallet or cardholder to keep things tidy.
- ____ Jul 13 **Schedule an Appointment:** Whether it's a medical check-up, dental appointment, haircut, or any other essential service, make the call and set the date. Be sure to record it in your calendar.
- ____ Jul 14 **Freshen the Garbage Disposal:** Start by running cold water down the drain. Drop a few ice cubes and a handful of baking soda into the disposal, then turn it on to grind them up. Follow with a slice of lemon or orange to eliminate odors, then rinse with cold water again.

- ____ Jul 15 **Replace Your Grill Brush:** Look for a durable grill brush with sturdy bristles that are safe for your grill grates. Consider options that offer features like ergonomic handles or scraper attachments for thorough cleaning
- ____ Jul 16 **Commit to Paying Off One of Your Credit Cards:** Consider a balance transfer to a card with a lower interest rate. Avoid using the card for new purchases to prevent further debt accumulation. Set a monthly payment goal that will help you get it paid off as quickly as possible.
- ____ Jul 17 **Dust Picture Frames:** Use a microfiber cloth or a soft duster to gently remove dust and debris. Pay attention to details like the corners and edges of each frame.
- ____ Jul 18 **Donate or Recycle Magazines:** Sort through your collection of magazines that you have already read, or that you'll never get around to reading. Donate or recycle. Cancel subscriptions on those you don't have time to get to.
- ____ Jul 19 **Clean Out Your Sewing Basket:** Remove old or broken sewing supplies, organize threads, needles, and pins, and discard any unusable items. If you don't have a sewing kit, spend time gathering essential sewing supplies like needles, thread, scissors, and pins, and organize them in a small container or kit for easy access.
- ____ Jul 20 **Start back-to-school shopping:** Create a list of essential items needed for the upcoming school year. This may include school supplies, clothing, or dorm needs. Research sales and promotions and begin purchasing items gradually to spread out expenses.
- ____ Jul 21 **Christmas in July:** Start preparing now, a little bit at a time, for Christmas 2024. Let the Get Organized Now! Christmas Holiday Planner be your organized guide.

- _____ Jul 22 **Replace a Bathing Suit:** Shop for a bathing suit that you feel comfortable, confident, and happy wearing. Donate a bathing suit that you currently own but don't care for.
- _____ Jul 23 **Organize a Clutter Spot at Work:** Schedule a bit of time at the beginning or end of your workday to organize a cluttered area at work (*or in your home office*). Start by assessing the clutter and identifying items that need to be sorted, filed, or discarded. Use storage bins or organizers to categorize and store items neatly. Clean and wipe down surfaces to create a more organized and productive workspace.
- _____ Jul 24 **Clean the Surface of Your Refrigerator:** Remove all items from the top and sides of the fridge. Use a multi-purpose cleaner or a mixture of water and vinegar to wipe down the exterior surfaces, including the doors, handles, and top. Pay attention to any sticky spots or fingerprints. Finish by drying the surfaces with a clean cloth for a streak-free shine.
- _____ Jul 25 **Declutter Your Shoe Collection:** Identify and set aside five pairs of footwear that you no longer wear. Evaluate each pair for comfort, condition, and frequency of use. Decide whether to donate, sell, or discard based on their condition.
- _____ Jul 26 **Donate Mismatched Silverware:** Gather and sort mismatched silverware from your kitchen. Place them in a box or bag for donation to a local charity or thrift store.
- _____ Jul 27 **Organize Pool Gear:** Gather all pool-related items such as towels, sunscreen, goggles, and pool toys. Sort through them and discard any damaged or unnecessary items. Use bins or baskets to group similar items together, such as keeping towels in one place and toys in another. Store everything in a designated area near the pool or nearby storage shed for easy access.

- _____ Jul 28 **Do a 10-Minute Computer Declutter Session:** Delete unnecessary files and archive important ones.
- _____ Jul 29 **Clean the TV and TV Stand:** Use a microfiber cloth to dust off the TV screen, removing any fingerprints or smudges. Wipe down the TV stand, including shelves and any electronics or decorative items, with a gentle cleaner suitable for the material. Pay attention to cable management and tidy up any wires or cords for a neat appearance.
- _____ Jul 30 **Make Up a Donation Box and Drop It Off:** Sort through clothing, household items, or toys that are in good condition but no longer serve you. Pack them neatly into a box or bag for donation to a local charity or thrift store. Take the box with you during your next outing and drop it off at the designated donation center.
- _____ Jul 31 **Get Ready for August:** Reflect on what you want to achieve and experience in August. Write down your goals, both personal and professional, for the upcoming month. Include activities or experiences you'd like to prioritize, such as travel plans, new hobbies, or self-improvement goals. Keep the list visible and revisit it regularly to stay motivated and on track throughout the month.

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