

March 2024 Organizing Checklist

by Maria Gracia

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

- ___ Mar 1 **World Day of Prayer.** Make a list of people you'd like to pray for this month. Set aside time to reflect on the individuals in your life, as well as those around the world who may need support, encouragement, or healing. Write down their names and specific prayer requests if you have them. Throughout the day or week, dedicate moments of prayer to lift up these individuals and their needs.

- ___ Mar 2 **Clean kitchen countertops.** Show your kitchen countertops some love by giving them a thorough wipe-down. Take the time to move appliances to ensure you get rid of any crumbs or dust hiding underneath.

- ___ Mar 3 **Tidy up your kitchen drawer** where you store potholders and oven mitts by decluttering it. Remove any items you no longer need and replace those that are worn out.

- ___ Mar 4 **Sweep or vacuum the kitchen floor** to remove any crumbs and debris.

- ___ Mar 5 **Dust one shelf or surface.** Use a microfiber towel so you're picking the dust up and not just pushing it around.

- ___ Mar 6 **Take care of your appliances.** Thoroughly clean one kitchen appliance like your toaster oven, coffee maker, or slow cooker.

- ___ Mar 7 **Donate one kitchen appliance or gadget** that you never use.

- ___ Mar 8 **Vacuum one small area rug.** Vacuum it right to left, and then top to bottom.

- ____ Mar 9 **Remember to turn your clocks ahead before going to bed tonight, as tomorrow is Daylight Saving Time.** Take a moment to check if any clocks in your home or vehicle need adjustment. While most cell phones, digital watches, computers, and other devices will update automatically, some may still require manual adjustment. In my home, we have to spring forward on two wall clocks, the microwave oven, our home thermostat, and our vehicles.
- ____ Mar 10 **Organize one shelf in the refrigerator.** Be sure to clean up any spills or crumbs while you are at it.
- ____ Mar 11 **Clean under the toilet seat rim.** Use a toilet brush and disinfectant.
- ____ Mar 12 **Organize any shoes that are sitting by entry/exit doors.** Can these be moved to another area, like a shoe rack in your foyer or bedroom closet?
- ____ Mar 13 **Wipe down kitchen cabinet doors.** I like to use Old English to do this task.
- ____ Mar 14 **National Pi Day.** Celebrate the day by expressing gratitude to a math teacher for his/her hard work, perhaps even surprising them with a homemade slice of pie.
- ____ Mar 15 **Sort through one pile of papers.** Recycle what you can (*shredding any personal information first if needed*). File the rest.
- ____ Mar 16 **Dust off picture frames with a microfiber duster.** This includes those displayed on surfaces as well as those hanging on the wall.
- ____ Mar 17 **St. Patrick's Day.** Get started on a goal today and begin making your own luck.
- ____ Mar 18 **Sort through winter clothing and donate or store** items not needed for spring.

- ___ Mar 19 **First Day of Spring.** Kick off the first day of spring by decluttering one area of your home, such as a closet or a drawer, to welcome the new season with a sense of freshness and organization.
- ___ Mar 20 **Begin organizing your gardening nook.** If you have a gardening-themed area in your garage or shed, begin getting this area organized and tidy.
- ___ Mar 21 **Give yourself the opportunity to see more clearly.** Clean the smudges off your prescription eyeglasses.
- ___ Mar 22 **Dust blinds** in one room.
- ___ Mar 23 **Clean out window tracks.** Remove all dirt, dust, dead bugs (*ewwww!*) and debris.
- ___ Mar 24 **Consolidate notebooks and sticky notes.** These tend to be tossed here, there, and everywhere. Consolidate all in one storage spot so they can be accessed when needed.
- ___ Mar 25 **Get table decor ready for Easter.** If you're hosting Easter, get your table linens, cloth napkins, and centerpiece ready. Be sure linens are clean and ironed so you don't have to handle this task as a last-minute TO DO on Easter morning.
- ___ Mar 26 **Don't forget to buy chocolate bunnies or treats for Easter baskets.** Consider adding some small toys, books, or games, for your kids or grandkids, to make their Easter surprises extra special.
- ___ Mar 27 **Straighten up magazines.** Get rid of any you're not going to read or that you're done reading.
- ___ Mar 28 **Declutter your home office desk.** Get rid of dried up Liquid Paper, gather paperclips into one container, stow all working pens/markers, etc. in a cup or mug, sort through paperwork and get it into an action file, your filing cabinet, or the recycle bin...whatever is applicable.

- _____ Mar 29 **Get rid of surplus reusable water bottles.** Most homes only need one per person.
- _____ Mar 30 **Streamline your collection of food storage containers.** Doing so is recommended to minimize clutter and optimize space in your kitchen
- _____ Mar 31 **Easter.** Celebrate the day by reflecting on your blessings. Maybe watch *Easter Parade* (1948) starring Fred Astaire and Judy Garland.

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