

September 2023 Organizing Checklist

by Maria Gracia

GetOrganizedNow.com

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

- ____ Sep 1 **Declutter One Digital Folder:** Open one digital folder on your computer that is holding a lot of digital files. Try to delete at least 5 files from that folder that are no longer relevant to you.
- ____ Sep 2 **Donate a Coat:** Go through your coat closet. Is there a coat inside that you can donate? If there is, donate it today.
- ____ Sep 3 **Delete Old Voicemail Messages:** Get rid of old voicemail messages on your home phone, your cell phone, and/or your office phone.
- ____ Sep 4 **Rotate Something Decorative:** Put something that you already have on display into storage, and take something out of storage to display.
- ____ Sep 5 **Green Living:** Research and adopt a new eco-friendly habit, such as using reusable produce bags or switching to a bamboo toothbrush.
- ____ Sep 6 **Purge Something in Your Pantry:** Get rid of something that has gone stale, like an old box of cereal or crackers.
- ____ Sep 7 **Host a Quick Family Meeting:** Getting together with your immediate family members will help you all get on the same page with your schedules, tasks that need to be shared, etc.
- ____ Sep 8 **Focus on Being Still:** Take a few moments today to release your stress. It's a quiet place to sit, rest your eyes, and think happy thoughts. We all need quiet time now and again.
- ____ Sep 9 **Donate to a Women's Shelter:** Did you know that many shelters will accept partially-used containers of shampoo that didn't work out for you...but may work out for someone else?

_____ Sep 10 **Grandparents Day.** Take the opportunity to celebrate and appreciate your grandparents on this special day. If they're still with you, spend quality time with them. You can plan a visit, make a heartfelt phone call, or even create a thoughtful card or letter to show your love and gratitude. If they're no longer with you, set up a dedicated space in your home with photos, mementos, and items that remind you of your grandparents. This can be a place for quiet reflection and remembrance.

Want a clutter-free home once and for all? Check out my Goodbye Clutter resource!

Visit: <https://www.getorganizednow.com/goodbye-clutter-sl.html?cl>

_____ Sep 11 **Patriot Day.** Today is a solemn day of remembrance for the tragic events of September 11, 2001. Honor the memory of those who lost their lives and show appreciation for the first responders and community members who helped during that time. Consider participating in a local memorial event, flying the flag at half-staff, or performing an act of kindness.

_____ Sep 12 **Clear the Top of Your Desk:** Remove anything except the basics (like your computer and phone) off of your desk. You'll stay more organized if the only papers on your desk are those related to the project you're working on right now.

_____ Sep 13 **Sweep Your Walkway:** Sweep away any leaves or other debris. Follow up with a garden hose to give it a quick wash.

_____ Sep 14 **Contact Your Insurance Agent:** Be sure all of your policies are up to date. It's good to review these every few years to be sure you're covered, and to remove any coverage that no longer makes sense.

_____ Sep 15 **Rosh Hashanah (Begins at Sundown):** Light candles, enjoy festive meals with symbolic foods, reflect, engage in acts of kindness, and seek renewal to celebrate the Jewish New Year.

_____ Sep 16 **Book Swap:** Exchange books with friends or family members to refresh your reading list.

- _____ Sep 17 **Plan and Prep Two Meals:** Plan and prep two meals for the upcoming week to save time and reduce stress.
- _____ Sep 18 **Assess the Homework Routine:** If you have school-age kids at home, assess how the homework routine is going. Do you have a dedicated space and is it working well? Are the kid on track with accomplishing their homework that needs to be completed? The beginning of the school year is a good time to make any necessary tweaks...before bad habits take hold.
- _____ Sep 19 **Trim Some Plants:** This time of the year is a good time to begin trimming back some plants for the season. Even if you just get to one, you'll have made a good start.
- _____ Sep 20 **Declutter a Few Decorative Items:** Most people have one or two decorative items that don't hold sentimental value and are doing nothing more than catching dust. If something you have matches that description, it's high time to donate those items.

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>

- _____ Sep 21 **Local Exploration:** Discover a new local park, museum, or attraction in your area. Visit and enjoy it!
- _____ Sep 22 **Recycle Old, Musty File Folders.** Replace your old, musty file folders with new ones...and recycle the old ones.
- _____ Sep 23 **First day of autumn.** Try cooking a new fall recipe or revamp an old favorite with a creative twist.
- _____ Sep 24 **Skill Building:** Enroll in an online course or workshop to develop a new skill or enhance an existing one.
- _____ Sep 25 **Organize Digital Photos:** Take a few minutes to get a batch of random digital folders into categorized digital folders or albums.

- _____ Sep 26 **Pitch Socks Without Mates:** Get rid of socks that have lost their mates, or use those singles as cleaning rags.
- _____ Sep 27 **Remove Fingerprints and Smudges from Your TV Screen:** Use a microfiber cloth especially designed for digital devices to remove those smudges and give yourself a clear, wonderful viewing experience.
- _____ Sep 28 **Assess Your Current Volunteering Time:** Are you giving too much, or can you offer a bit more of your time. Today is a good day to consider and make some decisions.
- _____ Sep 29 **Health Check:** Schedule a check-up with your healthcare provider and review your overall well-being.
- _____ Sep 30 **Minimalist Challenge:** Take on the goal of becoming more minimalist. Get rid of 5 things in one room that you don't use and/or love.

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