

HOME ORGANIZATION CHECKLIST

10 Steps to an organized home!

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SORT THE MAIL

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BILL PAY STATION

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USE A CALENDAR

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USE A DAILY TO DO LIST

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START A RECEIPT FOLDER

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PUT ITEMS AWAY WHEN YOU'RE DONE WITH THEM

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ONE IN AND ONE OUT RULE (DECLUTTER AS YOU GO)

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SET UP A PASSWORD FILE

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MONTHLY PURGE!

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USE ORGANIZERS LIKE BASKETS, CUBE STORAGE, ETC.

Home
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