

2011 POASWFL ORGANIZING PROJECTS MONTH-BY-MONTH

		TOPIC	EVENT
DEC 2010	END OF YEAR ORGANIZING	<p>Planning out your organizing projects for 2011. FOLLOW THE MONTH-BY-MONTH ORGANIZING PROJECTS POSTED ON www.swflorganizers.com</p> <ul style="list-style-type: none"> • PRE-ASSESSMENT 	
JAN 2011	GET ORGANIZED MONTH	<p>Annual Assessment: Plan for 2011.</p> <ul style="list-style-type: none"> • Purge • Inventory • Appraiser • Review policies • Update wills, important papers • Manuals • Emergency Info • Medical Records <ul style="list-style-type: none"> ○ How do you store/secure them; do you have a safety deposit box or fire-proof safe? 	<p>Shred-A-Thon</p> <p>Jan 15, 2011 9:00 am – 12:00 pm</p> <p>Coconut Point Mall Estero, FL</p>
FEB 2011	NATIONAL TIME MANAGEMENT MONTH	<p>Central Communication Center</p> <ul style="list-style-type: none"> • Calendar • Invitations • Schoolwork • Teaches time management and organization skills to your children • Stations <ul style="list-style-type: none"> ○ Charging ○ Mail ○ Pet 	
MARCH 2011	TAX PREPARATION	<p>Organizing your taxes/finances</p> <ul style="list-style-type: none"> • Tips of what to keep/toss/shred • Your home office; files, electronics 	<p>Seminar at Miromar Design Center ASK THE ORGANIZER PANEL Estero, FL</p>
APRIL 2011	EARTH DAY	<p>Eco-Friendly Organizing</p> <ul style="list-style-type: none"> • Replace batteries in smoke alarms • Install carbon monoxide. 	Spring Forward

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		<ul style="list-style-type: none"> • Set up a Recycling Center, Recycle, Reduce, Reuse • Set up a donation center: things you no longer need, even eye-glasses <p>Safely dispose of your hazardous waste: How to properly dispose of your:</p> <ul style="list-style-type: none"> • Cleaning supplies, e-waste, batteries, paints, medications, metals, household items, etc. <p>Set up a central donation center</p>	
MAY 2011	HURRICANE PREPAREDNESS	<p>Hurricane Kit supplies and resources on how to PREPARE for an emergency.</p> <p>How to:</p> <ul style="list-style-type: none"> • Create a Hurricane kit • Create a plan for family and friends; who to contact in the event of evacuation; where will you meet, how will they know. • Prepare your valuables • Prepare your pets • Help your neighbors 	
JUNE 2011	FAMILY ORGANIZING	<p>Projects the whole family can take part in such as</p> <ul style="list-style-type: none"> • Vacation Planning for next year • Photos • Music & Movies • Computer • Sports equipment • Resources: Home-watch services, etc. • Recreational equipment, camping, fishing, etc. 	
JULY 2011	ERGONOMIC ORGANIZING	<p>Where do you do your special projects? Where do you do the following:</p> <ul style="list-style-type: none"> • Pay your bills • Crafts, scrapbooking, quilting, painting, etc. • Are you using the space you have to its best potential. 	
AUGUST 2011	BACK TO SCHOOL ORGANIZING	<p>Get your kids ready for school or college</p> <ul style="list-style-type: none"> • Supplies • Clothes and closets • Dorms • Toys & Donations 	
SEPT 2011	NATIONAL PREPAREDNESS MONTH	<p>Preparing for Emergency</p> <ul style="list-style-type: none"> • Do you have proper insurance coverage for disasters, fire, 	Meet & Greet at

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		<p>flood?</p> <ul style="list-style-type: none"> • Create and practice a home or work fire drill and/or evacuation plan. • Assign a family or work safety coordinator. • Check, replace or purchase a fire extinguisher. Put in any location near a heat source. Stove, furnace, car. • This is the perfect time for ANNUAL MAINTENANCE of your vehicle, or recreation vehicle. • Prepare an Emergency kit for your car. 	<p>Miromar Design Center</p> <p>Annual Member Presentation</p> <p>Estero, FL</p>
OCT 2011	ABUNDANCE ORGANIZING	<p>Importance of work/life balance.</p> <ul style="list-style-type: none"> • Do you volunteer? Would you like to take family charity vacations? • Do you donate to charities? Where is the best place to spend your money? Is there a particular cause close to your heart? • Community projects, events; focus your abundance towards your favorite charity. 	<p>National Make A Difference Day</p> <p>FALL BACK</p>
NOV 2011	HOLIDAY PREPARATIONS; SAVE TIME & MONEY	<p>Tips to save money and time for</p> <ul style="list-style-type: none"> • Greeting Cards • Gifts & Shopping • Events, Parties • This is the perfect time for repairing household items. 	<p>Seminar at Miromar Design Center</p> <p>ASK THE ORGANIZER PANEL</p> <p>Estero, FL</p>
DEC 2011	YEAR-END WRAP-UP	<p>Long term storing; archiving - linens, china, silver, dry cleaning, etc</p> <p>Preparing and storing your holiday decorations</p>	