



12 Things To-Do This October

Ready to tackle a few tasks to make everyday a little easier?

- ☐ Look over your calendar for the month, see what you need, like a greeting card, and then buy it today.
- ☐ Book upcoming appointments like hair, manicure, car oil change, pet groomer and so on. Choose the first one of the day or the one right after lunch, bettering your chances of being taken on time.
- ☐ Stick a few return address labels into your wallet to stick on a form in lieu of writing out all your information.
- ☐ Create a zone in your kitchen with all the items needed for a daily task like packing lunch, making a cup of coffee or tea to go, or baking.
- ☐ Gather reusable tote bags; wash the canvas ones and purge any icky ones.
- ☐ Move a rarely used counter top appliance to reclaim more space.
- ☐ Check and if necessary replace your car's wiper blades.
- ☐ Set a timer for 18 minutes and read as many items from your “to read” pile as you can, then recycle them as needed.
- ☐ Add a stick up, battery operated light to make a space more functional like under a sink or in a closet.
- ☐ Stock up on gift wrap tape for all the upcoming holiday gifts.
- ☐ Read, process, then delete twenty-five emails from your in-box.
- ☐ Move a clutter collector out of the way, like that chair in the corner of the bedroom that has become a makeshift closet.