

Organised Life and Mind

wishes you a fantastic 2018!



Make
this year
magical

www.organisedlifeandmind.com



January

Did you know that being organised is one of the most popular new year's resolutions? Our 3 tips to organise your kitchen are:

1. Throw out expired cans or old dried herbs (they can last up to 3 years). Make it a habit to check your fridge for any forgotten take away meals.
2. Check the pantry before buying any new groceries. Eat these ingredients first and make space for new ones.
3. Create a meal plan which helps you save money and reduce waste. It can also support you staying fit and healthy by not reaching for that bag of crisps when feeling hungry.

Find out more: <http://www.organisedlifeandmind.com/save-money-by-planning-your-meals/>

Write down your 3 actions for this month:

Action	Due Date	Done

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	01 NY's Day	02	03	04	05	06
07	08	09	10	11	12	13
14	15 Martin Luther King Day	16	17	18	19	20
21	22	23	24	25	26 Australia Day	27
28	29	30	31			



February

It's tempting to keep up with the Joneses. We want you to enjoy life without going broke with these 3 tips:

1. Define your long-term savings goal and set up a specific bank account for this goal. Make regular contributions on the same day as your pay day (start with 1% and increase as you can).
2. Write down your expenses for 1 or 2 weeks and review your spending habits. Identify areas where you can save by using discounts, vouchers or simply not buying those items.
3. Prepare for next year's tax return by putting all receipts in one box throughout this year. You can add little dividers for each month or keep all receipts for the same month in a plastic resealable bag to make it easier to reconcile all expenses.

Find out more: <http://www.organisedlifeandmind.com/create-a-budget/>

Write down your 3 actions for this month:

Action	Due Date	Done

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19 President's Day	20	21	22	23	24
25	26	27	28			



March

The weather is changing and it's the ideal time to declutter your closets with our 3 tips:

1. Look at each piece asking yourself: Are you still wearing it? If you haven't worn an item in the last 6 months, will you wear it in the next 6 months? Does it make you feel good? If you answered "No" to any of these questions, donate or sell it. If it's stained or torn, throw it out.
2. Remove all shoes that just hurt your feet, runners and bras that no longer support you and clothes that no longer fit you.
3. Move seasonal clothes (e.g. scarfs, woolly jumpers) to a higher up area in your closet. Have the clothes you wear regularly within easy reach.

Find out more: <http://www.organisedlifeandmind.com/make-space-for-your-spring-wardrobe/>

Write down your 3 actions for this month:

Action	Due Date	Done

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15 St. Patrick's Day	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Good Friday	31



April

It's incredible how much paper we have and it's only natural that many see paper clutter as a big source of their stress. Organise your papers with these 3 tips:

1. Review your subscriptions for all the magazines, newspapers, catalogues, newsletters, etc. delivered to your home. Cancel them, if you don't read them and save money!
2. Rip out the articles you want to read and put them in a reading binder. Recycle the magazine or newspaper and once you've read the article, throw it out, too.
3. Go through your warranties, bin the ones that expired and keep the current ones in one place (e.g. a binder). Toss product descriptions as they are available online.

Find out more: <http://www.organisedlifeandmind.com/paper-battles>

Write down your 3 actions for this month:

Action	Due Date	Done

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01 Easter Sunday	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 ANZAC DAY	26	27	28
29	30					



May

Many goals fail because we don't understand our "why". We want you to achieve your goals and here are our 3 tips to creating a plan for success:

1. Be clear about your motivation for reaching your overall goal before breaking it into smaller mini goals. Take daily actions towards your goal which become a habit.
2. Gather a support network. These individuals will cheer you on and help you focus on your goal. An accountability buddy increases the likelihood of realising your goal.
3. Post a progress chart where you can see it daily (e.g. bathroom mirror, fridge). Don't be discouraged if one day or week isn't going well. Reflect on what was going on.

Find out more: <http://www.organisedlifeandmind.com/goal-setting-2018/>

Write down your 3 actions for this month:

Action	Due Date	Done

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		01 Labour Day	02	03	04	05
06	07 Early May Bank Holiday	08	09	10 Ascension Day	11	12
13	14	15 Begin of Ramadan	16	17	18	19
20	21 Whit Monday	22	23	24	25	26
27	28 May Bank Holiday Memorial Day	29	30	31 Corpus Christi		



June

For many, Summer is travel time. Are you going somewhere? Here are our tips for staying organised when travelling:

1. Book direct flights to your destination to minimise your travel time. Check the connection time and understand your liability when missing the next flight before booking a flight with a stop over.
2. If travelling with children, introduce them to your destination prior to your departure and decide on the itinerary with them. Explore the place with their and your interests in mind.
3. Take a US adapter on board. It will recharge your devices while in the air. Ensure that your phone is set for international roaming and you can stay in touch with your family and friends at home.

Find out more: <http://www.organisedlifeandmind.com/summer-time-is-travel-time/>

Write down your 3 actions for this month:

Action	Due Date	Done

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16 Eid Al Fitr
17 Eid Al Fitr	18	19	20	21	22	23
24	25	26	27	28	29	30



July

It's time to look after your health. When did you have your last health check? Here are our 3 tips to a healthy you:

1. Book your preventive check up (e.g. dentist, OB Gyn). Prevention is cheaper than after care.
2. Check your vaccinations. If they're not up-to-date, make an appointment for a booster shot.
3. Review your first aid kit at home. Return expired medication to your doctor or pharmacy and replace any medical items (e.g. band aids, headache pills) as needed.

Find out more: <http://www.organisedlifeandmind.com/medical-check-ups/>

Write down your 3 actions for this month:

Action	Due Date	Done

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01 Canada Day	02	03	04 Independence Day	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



August

We often focus on the physical clutter and ignore what's on our mind. This month, gain that peace of mind by doing a "mind sweep" with these 3 tips:

1. Choose a place with no interruptions from your family or friends. Turn your phone off and bring your notepad and pen. If you're limited for time, set a timer. You can repeat this exercise often.
2. Write everything (from trivial to deeper thoughts) that comes to your mind down. By letting it out, you recognise these thoughts and create mind space.
3. Group what you've written down: To do (assign a date by when and schedule time in your calendar to work on it), make it a longer-term project or an activity for some time the future.

Find out more: <http://www.organisedlifeandmind.com/do-a-mind-sweep-this-weekend/>

Write down your 3 actions for this month:

Action	Due Date	Done

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			01	02	03	04
05	06 Bank Holiday	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21 Arafat Day	22 Eid Al Adha	23 Eid Al Adha	24	25
26	27 Summer Bank Holiday	28	29	30	31	



September

Reduce your stress at work and be more productive with these 3 tips:

1. Start the new day the day before. As you finish your work for the day, tidy your workspace and write down the 3 projects you need to work on the next day. Work on them in that order.
2. Set time aside each day, potentially when you naturally feel more sluggish, and file any papers and save new documents in the appropriate folders.
3. Block out time in your calendar. You can use this time to work on your projects and be flexible to accept any last minute meetings.

Find out more: <http://www.organisedlifeandmind.com/leave-the-office-prepared-for-tomorrow/>

Write down your 3 actions for this month:

Action	Due Date	Done

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30						01
02	03 Labour Day (CAN/US)	04	05	06	07	08
09	10	11 Islamic New Year	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29



October

Make up is an easy tool to make us feel good. Yet, when expired, it can actually be bad for our skin and cause irritation. We have these 3 tips to keep your make up organised:

1. Throw out expired beauty products. You can find the expiry date on the label. Powders can generally last up to 2 years while liquid products may only last 3-6 months.
2. Donate unopened beauty products or travel-sized bottles (e.g. shampoo, toothpaste) to a local charity.
3. Replace your tooth brush, too. Make it a habit to get a new one at the start of every quarter.

Find out more: <http://www.organisedlifeandmind.com/make-up/>

Write down your 3 actions for this month:

Action	Due Date	Done

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	01	02	03 Tag der deutschen Einheit	04	05	06
07	08 Thanksgiving (Canada)	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 Halloween			



November

Many kids receive toys as gifts from their relatives and friends, yet, only play with a few. Gain control and organise kids toys with these 3 tips this month:

1. Use clear easy-to-carry boxes to store toys. It allows your kid to quickly see what’s inside and take them off the shelves. Once finished, they can put their toys back in them.
2. Introduce your kids to donating their unwanted toys. They can learn how another child, who may not have the means, will be happy with what they no longer need.
3. Make picking up toys left around the house fun. Play the game “who can collect most toys within 2 minutes”. If you need to reward them, read a story to them and let them dive into another world.

Find out more: <http://www.organisedlifeandmind.com/kids/>

Write down your 3 actions for this month:

Action	Due Date	Done

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				01	02	03
04	05	06	07	08	09	10
11 Remembrance Day	12	13	14	15	16	17
18	19	20	21 Prophet’s Birthday	22 Thanksgiving	23	24
25	26	27	28	29	30 Commemoration Day	



December

The last month can be a busy one for many. Take some time out and find some peace with these 3 tips which can take anywhere between a few seconds to hours:

1. Stop and take a deep breath. Focus on your own breathing and observe what's happening inside and outside you. Don't judge it, just take it in. Now, proceed with what you were doing.
2. Be intentionally about what you're doing. It allows you to focus on one thing and you can give it all your attention, you're living in the moment.
3. Unplug yourself. Turn off reminders, notifications and silence your phone. Enjoy the silence.

Find out more: <http://www.organisedlifeandmind.com/how-to-be-mindful-in-the-present/>

Write down your 3 actions for this month:

Action	Due Date	Done

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31 NYE					01
02 National Day	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Christmas Eve	25 Christmas Day	26 Boxing Day	27	28	29