

Organised Life and Mind

wishes you a fabulous 2019!

A person is silhouetted against a vibrant, colorful night sky filled with stars and the Milky Way galaxy. The sky transitions from deep purple and blue at the top to bright orange and yellow near the horizon. The person is standing on a dark, rocky outcrop, looking up at the stars.

Be amazing!

www.organisedlifeandmind.com



January

After the festive season, enjoy a no spending January. Pay only your bills and buy essentials. Perhaps you're not quite ready for a full month. Try it for a week or a few days with our 3 tips:

1. Create delicious meals with what's in your pantry. Only buy fresh ingredients like milk and vegetables. This allows you to eat up what you have, waste less food and keeps your grocery bill low.
2. Check out the numerous free activities in your city. It's amazing how many different events are offered at no cost. A no spending month doesn't mean you can't go out.
3. Invite your friends over for a potluck, to play boardgames or simply to chat. Experience how your friendships can take on a new level.

Find out more: <http://www.organisedlifeandmind.com/no-shopping-for-one-month/>

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

Tame the paper beast in your home and office with these 3 tips:

1. Unsubscribe from mailing lists and request electronic bills and bank statements. Go through the receipts in your wallet daily or at least once a week and throw them out.
2. Scan your important documents and keep the electronic file on the cloud for easy access. Put items like passports and birth certificates into a fire-resistant safety box. Keep other documents by name or category (e.g. insurance, bank).
3. Shred all papers which contain personal information (name, address, date of birth, bank details, etc.). Don't fall victim to identity theft.

Find out more: <http://www.organisedlifeandmind.com/going-paperless/>

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

Spring time is perfect to deep clean your home with our 3 tips:

1. Involve your family and assign everyone with a task: One person to clean the windows, one the kitchen appliances, one the beds and mattresses and so on. Outsource what you physically can't do anymore.
2. Start cleaning a room's ceiling and then move your way down to the floor. When you've discovered an expired, worn, defect or unwanted item, throw it out.
3. Use the cleaning products you have as per their individual instructions. Avoid any toxic or dangerous consequences or injuries.

Find out more: <http://www.organisedlifeandmind.com/clean-your-fridge-2017/>

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
17 St. Patrick's Day	18	19	20	21	22	23
24	25	26	27	28	29	30



April

Prepare for the outdoors by getting your balcony or garden in shape with these 3 quick tips:

1. Clean your outdoor furniture and check if it's still functional. Fix it, if it's not. If that's not possible, toss it out. The same goes for plant pots and gardening tools. Throw out expired plant seeds.
2. Trim your plants. Do you have too many? Donate or sell them.
3. Dispose any old motor oil for your lawn mower and/or weed killers safely. Contact your local refuse department for advice.

Find out more: <http://www.organisedlifeandmind.com/create-your-balcony-oasis/>

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 Good Friday	20
21 Easter Sunday	22	23	24	25 ANZAC DAY	26	27
28	29	30				



May

Maintaining friendships can boost your own immune system. Make time with these 3 tips:

1. Try something new with your friends. Explore your city or pursue a new activity with your friends. Share your experiences with each other afterwards.
2. Arrange for a standing meeting, like lunch every Monday or going for a run on Wednesday evenings. Put it into your calendar. It shows this is a priority for you.
3. Create a recipe exchange club. It can be combined with meal planning and stops the constant “what shall I cook tonight” question. Plus, you can do this no matter where your friends live.

Find out more: <http://www.organisedlifeandmind.com/your-friends-your-time/>

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 Begin of Ramadan	06 Early May Bank Holiday	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 May Bank Holiday Memorial Day	28	29	30 Ascension Day	31	



June

Get ready for this Summer’s road trips and enjoy a smooth journey with these 3 tips:

1. Clear the clutter in your car. Drop off the donations and recycling items in your boot. Remove any old documents, books, receipts and other trash from the glove compartment. Take out the trash.
2. Check your car’s tires, oil and windscreen wiper fluid. Arrange for a maintenance check-up and MOT, as needed.
3. Review your car’s insurance. Take out international insurance if you’re travelling abroad.

Find out more: <http://www.organisedlifeandmind.com/5-minutes-for-a-speed-decluttering-session/>

Write down your 3 actions for this month:

Action	Due Date	Done

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



July

Arts and crafts can take over your life and home. Stay organised with these 3 tips:

1. Declutter unusable supplies, like hardened brushes, dried paint and glue.
2. Use a tool box to store and organise smaller supplies (stickers, flowers, scrabble letters). Store pens and pencils in jars, organised by colour or type to save time when working on projects.
3. Maximise your space by going high up. Hang your supplies in baskets. Label them for ease of access. Make this a piece of art in itself.

Find out more: <http://www.organisedlifeandmind.com/activities-can-almost-free/>

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

It's the beginning of the new school year. Organise your kid's school work with these 3 tips and enjoy a stress-free start:

1. Get your kid's list for school supplies. Check what you have at home before ordering text books or buying anything new.
2. Start getting into the new routine a week before the actual first day of school. Bring your child to bed a bit earlier each day and wake them a bit earlier too.
3. Check everyone's calendar for the hectic first week of school. Have all clothes washed and ironed, decide what meals to cook and what after school activities to book.

Find out more: <http://www.organisedlifeandmind.com/get-ready-next-school-year/>

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 Arafat Day	12 Eid Al Adha	13 Eid Al Adha	14 Eid Al Adha	15	16	17
18	19	20	21	22	23	24
25	26 Summer Bank Holiday	27	28	29	30	31



September

Get ready for the new season and make space in your wardrobe with these 3 tips:

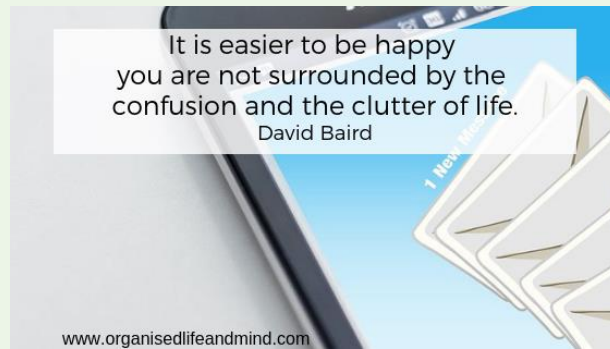
1. Go through your seasonal clothes. If they'll be worn next year, wash them or give them to the dry cleaner. Donate items you no longer like or won't wear again.
2. Use air-tight containers to store any seasonal clothes. Avoid paper boxes as they can become damp and damage your clothes.
3. Don't forget to go through your shoes, sports gear and accessories at the same time.

Find out more: <http://www.organisedlifeandmind.com/dont-wear-painful-shoes/>

Write down your 3 actions for this month:

Action	Due Date	Done

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01 Islamic New Year	02 Labour Day (CAN/US)	03	04	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					



October

Become the master of your inbox. Stay calm by controlling your emails with these 3 tips:

1. Unsubscribe from newsletters and mailing lists. Create a rule to move all incoming newsletters into a specific sub-folder for them. You can read them when it suits you, not when they come in.
2. Check your emails only at specific times. Start with checking them only every 10 minutes and increase the intervals as you become more comfortable. Reply only to emails that require a quick answer.
3. Schedule time to answer longer replies. Pick up the phone if that pretends a potential email war. This increases the time you can spend on your work and enhances your productivity.

Find out more: <http://www.organisedlifeandmind.com/control-the-emails-inbox/>

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	09	10	11	12
13	14 Thanksgiving (Canada)	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Halloween		



November

Make use of this weather and go through your photos with these 3 tips this month:

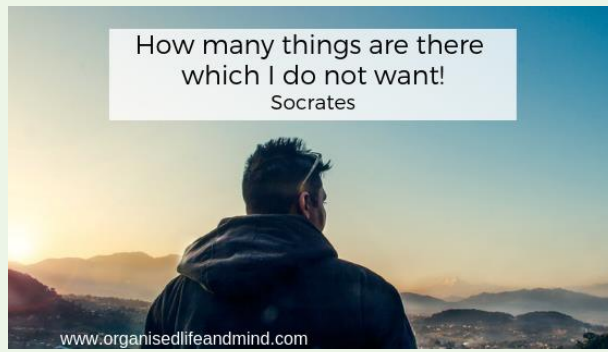
1. Create a filing system, for example, by year/month for chronological sorting or by occasion (e.g. birthdays, weddings, school). You can break up organising your photos and tackle each folder individually, making it less daunting.
2. Delete duplicates, blurred and out of focus pictures. Keep the shot you like most when you have multiples of almost the same picture.
3. Backup your pictures either on an external hard drive or save your pictures in the cloud. Print out your favourite pictures and display them. Use a rotating display if you love a lot of your shots.

Find out more: <http://www.organisedlifeandmind.com/organise-your-photos/>

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 Prophet's Birthday Remembrance Day	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Thanksgiving	29	30 Commemoration Day



December

Just like at work, do a year-end review and reflect with these 3 tips to prepare for the next year:

1. Review how this year went for you. Recognise your accomplishments, learnings and areas for growth. Go through your diary, calendar, social media to help you reflect.
2. Be honest with yourself. Only this way, you can gain the most insights.
3. Set your intentions for the new year. Define any goals with specific and measurable actions to achieve them.

Find out more: <http://www.organisedlifeandmind.com/reflect-your-year/>

Write down your 3 actions for this month:

Action	Due Date	Done

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	30	31 NYE				