

# 10 Great Organizing Printables

**simplify<sup>101</sup>** more fun. more done.<sup>™</sup>

### back-to-school check-list

- Stick up in School = Craft Supplies**
  - Decorate and rearrange craft / classroom supplies
  - Get rest area ready
  - Restock notebook supplies
  - Make a list of supplies needed for school - or better - check on supplies
  - Label and pack individual supplies
  - Label and organize each / room / classroom / cabinet
  - Order new supplies
  - Make sure handbook page
- Decorate the Backpacks**
  - Decorate with fun and colorful designs
  - Check for sharp edges and smooth corners
  - Make sure of following supplies for school - water, tissues, hand sanitizer, extra pencils, pens, highlighters, paper, paper clips, binder rings, binder, folder, ruler, sharpener, eraser, markers, crayons, markers, glue sticks, markers, and paper
  - Check for proper use and safety
- Update or Set Up a Family Message Center**
  - Post messages and reminders
  - Update the family calendar
  - Review the calendar
  - Check for and add in family activities and events
  - Check for and add in family activities and events
  - Check for and add in family activities and events
- Decorate (or set up) a Lunch Counter**
  - Check for and add in family activities and events
  - Check for and add in family activities and events
  - Check for and add in family activities and events
  - Check for and add in family activities and events
  - Check for and add in family activities and events
- Take Care of Business**
  - Check for and add in family activities and events
  - Check for and add in family activities and events
  - Check for and add in family activities and events
  - Check for and add in family activities and events
  - Check for and add in family activities and events

For more information about the products mentioned on this checklist visit [www.simplify101.com](#)

**simplify<sup>101</sup>** more fun. more done.<sup>™</sup>

### tried + true meals

| recipe                  | src/author                        | notes  |
|-------------------------|-----------------------------------|--|
| Example: The Meat Loaf! | Example: Fall Monday Recipe Book! | Example: Make ahead recipe - perfect for busy fall nights! |
|                         |                                   |  |
|                         |                                   |  |
|                         |                                   |  |
|                         |                                   |  |
|                         |                                   |  |
|                         |                                   |  |
|                         |                                   |  |

© 2014 simplify 101, Inc. | www.simplify101.com | #simplify101

**simplify<sup>101</sup>** more fun. more done.<sup>™</sup>

### holidays gift check-list

| recipient | status | amount | notes | gift |
|-----------|--------|--------|-------|------|
|           |        |        |       |      |
|           |        |        |       |      |
|           |        |        |       |      |
|           |        |        |       |      |
|           |        |        |       |      |
|           |        |        |       |      |
|           |        |        |       |      |
|           |        |        |       |      |
|           |        |        |       |      |

© 2014 simplify 101, Inc. | www.simplify101.com | #simplify101

**simplify<sup>101</sup>** more fun. more done.<sup>™</sup>

### wonderlic shopping list

| item | notes | status |
|------|-------|--------|
|      |       |        |
|      |       |        |
|      |       |        |
|      |       |        |
|      |       |        |
|      |       |        |
|      |       |        |
|      |       |        |
|      |       |        |

© 2014 simplify 101, Inc. | www.simplify101.com | #simplify101

**simplify<sup>101</sup>** more fun. more done.<sup>™</sup>

### january get organized check-list

- Set your goals for the year
- Check your monthly budget
- Check and recheck (after) by putting away new items received as gifts
- Take down and store your holiday decorations. Get rid of anything that didn't make it out of storage this year
- Take care of gift returns
- Send thank you notes for holiday gifts
- Decorate and organize your storage area (bathroom, attic or storage closet)
- Organize the photos you took last year and set up an organizing system for this year
- Decorate - organize the holiday greeting cards you received this year
- Get rid of anything that's weighing you down and start the new year just a little bit lighter

© 2014 simplify 101, Inc. | www.simplify101.com | #simplify101