

Stay Organized – Printable Checklist

Name: _____

Month: _____

DAILY ORGANIZING CHECKLIST

Task	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Check the planner or digital calendar	☐	☐	☐	☐	☐	☐	☐
List the top 3 priorities for the day	☐	☐	☐	☐	☐	☐	☐
Declutter one small area (drawer, corner, bag, etc.)	☐	☐	☐	☐	☐	☐	☐
Tidy up your space before bedtime	☐	☐	☐	☐	☐	☐	☐
Drink enough water (    )	☐	☐	☐	☐	☐	☐	☐
Eat 2+ balanced meals	☐	☐	☐	☐	☐	☐	☐
Do 5 mins of mindfulness (or journal)	☐	☐	☐	☐	☐	☐	☐
Reflect briefly: “Did I feel in control today?”	☐	☐	☐	☐	☐	☐	☐

WEEKLY ORGANIZING CHECKLIST

Task	Done ?
Plan the upcoming week on Sunday or Monday	☐
Set 3 weekly goals or intentions	☐
Declutter one key area (closet, desk, car, fridge, etc.)	☐
Do a digital cleanup (inbox, phone gallery, downloads)	☐
Prep healthy snacks or meals for the week	☐
Do a brain dump: list all tasks and clear your head	☐

Reflect: What felt aligned this week? ☐

Celebrate a small win (write it here: _____) ☐

MONTHLY ORGANIZING CHECKLIST

Task	Completed ?
Set monthly goals (personal, health, finance, etc.)	☐
Review your budget and spending habits	☐
Declutter a major area (garage, kitchen, wardrobe, workspace)	☐
Review routines: What's working? What needs adjusting?	☐
Organize photos/files on phone and computer	☐
Donate, discard, or repurpose unused items	☐
Back up important documents and files	☐
Reflect on the past month (Wins, lessons, gratitude)	☐
Set a theme or intention for the upcoming month	☐

Bonus Tip Section (for Notes & Intentions)

- This month, I want to feel: _____
- 1 habit I'll focus on: _____
- What I'm letting go of: _____
- What I'm proud of this month: _____