

Monthly Checklist: January

Maintenance

	Put away Christmas decorations (see separate list)
	Assess cleaning schedule; revise as needed
	Make updates: medical wallet card, phone numbers
	Restock cold and flu supplies
	Straighten hat and mitten bin or drawer
	Organize papers (mail bin, receipts, filing system, menus, gift cards)



Outdoors

	Purchase additional ice melt and sand for driveway
	Purchase additional gasoline for snow blower
	Rake roof after snowfalls

Money

	Balance checkbook
	Budget
	Collect documents to prepare federal and state taxes
	Gather charitable donation receipts and value items
	Sign up for electronic billing and statements

Meal Planning

	Plan birthdays, parties, and events for February
	Prepare for Valentine's Day (cards, gifts, candy)

Notes: