

# MONTHLY SCHEDULE

Use this calendar to break down what space you will focus on each week during the month. What areas of your office could be more organized? Is it your computer screen's desktop? Your filing system? Your office supplies? Your inventory storage? Prioritize what needs to get done first, and go from there. You can even pick a bonus area to organize throughout the month!

WEEK 1

WEEK 2

WEEK 3

WEEK 4

BONUS AREA—WHAT DOES YOUR SPACE NEED?

WEEK ONE