

# January

## (Attack your family room)

### Declutter

- Recycle old magazines & catalogs.
- Separate photos into the good, bad and ugly. Toss the bad and ugly. Share duplicates with family or friends. Put the rest into acid-free boxes for now. Sorting can be done at a later time.
- Go through CDs, videos and books. Separate into keep / loan-return / donate / sell
- Sort through games and toys; collect missing pieces and put them into their corresponding boxes. Put them into three piles 1) donate; 2) toss; and 3) keep. Determine where to keep them and store together.
- Begin a household inventory. Start with your electronics. Write down the manufacturer, model & serial number for your homeowner's insurance. Keep a copy of your inventory in a fire-proof safe or off-site in the event of a fire or other disaster.



### Clean

- Dry-clean or launder drapes, throws and area rugs. If possible, rotate drapes to minimize sun damage.
- Spot-clean sofas; vacuum cushions and sofa base, flip and rotate cushions. Dig down the sides for lost coins and pens. Vacuum down the sides after pulling out any large objects.
- Vacuum and clean floor, walls, bookshelves, entertainment centers, windowsills, mini blinds and ceiling fans.



### Maintain

- Choose a basket or box to hold on-loan tapes, books and videos. Write return dates on calendar.
- Choose a drawer or decorative box to store remotes. For components that are infrequently used attach the remote to the unit with Velcro.
- Spend 30 minutes each week (schedule time on your calendar) arranging your photos into meaningful sections (by family member, in chronological order, by event – or a combination thereof). Put into acid-free photo boxes.
- Schedule 5 minute cleanup with family members to keep them moving forward toward organizing their designated space in your family room.

