

MUST-DO MONTHLY TASKS for Women over 45

To Stay Organized & Stress-Free!

Declutter & Organize

- ☐ Deep Clean your email accounts
- ☐ Remove unused apps from your phone
- ☐ Organize photos on your phone and computer
- ☐ Go through books, magazines and papers
- ☐ Empty all pockets and purses
- ☐ Check for things at home to donate or toss

Digital Refresh

- ☐ Change your phone's monthly theme or wallpaper
- ☐ Update passwords on important accounts

Financial Check-In

- ☐ Review bank accounts for errors or unusual activity
- ☐ Update and review your budget
- ☐ Check subscriptions or memberships to cancel

Plan & Schedule

- ☐ Check and plan for upcoming events
- ☐ Schedule monthly home & health appointments
- ☐ Prepare cards or gifts for monthly occasions

Personal Growth

- ☐ Choose a monthly learning goal
- ☐ Set one personal goal for the month
- ☐ Do a "Brain Dump" to clear your mind

PROJECT: IMPROVE ME!



Reflect & Recharge

- ☐ Reflect on your spiritual life and practices
- ☐ Journal about the past month's wins and challenges
- ☐ Plan one day for self-care and relaxation