



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ORGANIZE YOUR LIFE IN ONE WEEK

Getting organized can seem daunting, but with a simple step-by-step approach, you can transform chaos into order. Ready to become an organized person? Follow these steps to organize your life in just one week!

DAY
1

PLAN YOUR WEEK

- Create a to-do list for the week.
- Schedule appointments, tasks, and meals.
- Utilize a planner for better organization.

DAY
5

STICK TO A ROUTINE

- Follow a structured routine for the day.
- Utilize tools like Google Calendar.
- Establish healthy habit and work-life balance.

DAY
2

DECLUTTER YOUR ROOM

- Sort through belongings; discard unused items.
- Organize your wardrobe by arranging clothes by type or color and ensuring items are visible at a glance.

DAY
6

ORGANIZE THE NEGLECTED PARTS OF YOUR HOUSE

- Tackle neglected areas like drawers and shelves.
- Organize books, pens, and skincare products.
- Small efforts lead to a more organized space.

DAY
3

DECLUTTER DIGITAL DEVICES

- Clean out email and phone inboxes.
- Delete unnecessary files and documents.
- Run a virus check and clear cache.

DAY
7

STOCK UP

- Replenish household cleaning supplies and bathroom essentials.
- Check pantry staples and restock as needed.
- Replace empty or expired personal care items.

DAY
4

DUST, SCRUB, AND CLEAN

- Clean surfaces and mirrors.
- Scrub bathroom thoroughly.
- Change bedsheets for a fresh start.

Enjoy the benefits of
a more organized and
stress-free life!



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