



## WORK

- Review the tasks that were left pending before the holidays
- Catch up with new projects, tasks or meetings that have come up during your time away
- Check all projects due in the short or medium term, to set your priorities
- Catch up with your work emails
- Clean up your desk and workspace

## PERSONAL

- Schedule doctor's appointments
- Catch up with personal emails
- Review recent expenses and those expected in the near future, to get your finances in order
- Make a meal plan, if you have gained unexpected weight

## HOME

- Make sure everything in the house works properly: electricity, water, gas, plumbing, home appliances...
- Ventilate the house
- Wash and store clothes from suitcases, if you have been on a trip
- Clean kitchen and bathrooms thoroughly
- Clean refrigerator thoroughly
- Put away all summer material: pool and beach equipment, inflatables, towels, bathing suits, etc...
- Change closet to fall/winter clothes, and clean the drawers
- Change bedding: blankets, quilts, duvets, wash throw pillows, etc...
- Vacuum and flip mattress
- Wash the curtains
- Clean doors and windows
- Clean lamps and lightbulbs
- Clean the car
- Establish a task list and schedule, and specify who is responsible for each one for the new season
- Go grocery shopping (make a list before hand to avoid unnecessary trips to the supermarket)



## BACK TO SCHOOL

- Textbooks
  - Review the paperwork and forms to be submitted for the beginning of the course and after-school activities
  - Uniforms or specific clothing they might need (socks or leotards, tracksuits, underwear ...)
  - Uniforms and material for after-school activities
  - Shoes, sports shoes, boots and / or specific footwear
  - Outdoor gear and warm clothing
  - Backpack
  - Pencil case with whatever they need inside: pencils, pens, erasers, glue, scissors, colored pencils, markers, highlighters, ruler, compass, scotch tape ... stock up for the whole year and you will have them handy when you need them last minute ...
  - Notebooks, planner, folders, blank paper
  - Calculator and batteries
  - Breakfast bag or lunch box
  - Alarm clock
  - Prepare a morning routine for when school starts and go over it with the children beforehand
  - Find a place for everything and keep everything in it's place
  - Label all clothing, school supplies and textbooks
  - Wash everything you need for the first days of class
  - Buy or prepare breakfasts and snacks in advance for the first week
  - Clean and organize all the material they brought from the previous course - if like me, you still haven't done it...
  - Prepare whatever you need for the 1st day of school photo
  - Organize the first week's agenda
  - Designate a study area and organize it with everything they will need, so that it's a comfortable space and invites to concentration
  - Establish screen times: when and how long they will be allowed to use devices during the week and the weekend.
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