



Dates to put in your Calendar

Get them out of your brain and onto paper! And no, not a slip of paper slapped onto the fridge. Take two minutes and get it onto your calendar during dinner, so that the whole family knows what is planned. Then post this paper in plain view for them!

Shipping Deadlines: _____ Mail early!

Packages shipped overseas _____

Greeting Cards mailed _____

Packages shipped in your country _____

Departure Dates: if you are traveling _____

Arrival Dates: if people are visiting you _____

Party Dates _____

School Functions _____

Church Functions _____

Dinner Dates with friends _____

Office Functions _____

Volunteer Functions _____

Deadlines for Homemade Gifts _____

Other _____

Notes:

Review this list each week to make sure you are meeting your deadlines and to keep yourself from procrastinating!

You can do anything for 15 minutes; even break your deadlines into BabySteps.

Check out www.flylady.net- Set to a Tea Ladies highly recommend her!