

2020 Calendar



OSO OPEN SPACE
ORGANIZING

Your year to get organized, simplify and make space.





When we clear the physical clutter from our lives, we literally make way for Inspiration and good, orderly direction to enter.

Julia Cameron

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 <small>New Year's Day</small>	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 <small>Martin Luther King Day</small>	21	22	23	24	25 <small>Chinese New Year</small>
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Organizing Tip

Start the New Year with a plan to simplify, minimize and declutter! Place a donation bag or box in each room of your home. Place items not being used inside. Once full bring to your favorite donation spot. Repeat!



Challenge

Clear 1 box of donations each week. Celebrate your new open space!

DECEMBER							FEBRUARY						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	
30	31												



The secret of happiness, you see,
is not found in seeking more,
but in developing the
capacity to enjoy less.
Socrates

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2 Ground Hog Day	3	4	5	6	7	8
9	10	11	12	13	14 Valentine's Day	15
16	17 President's Day	18	19	20	21	22
23	24	25 Mardi Gras	26	27	28	29
1	2	3	4	5	6	7

Organizing Tip

Look at your space, explore and identify an area to create an at home retreat. A spot to relax, revive and renew. What would you add or take away? Envision it completed.



Challenge

Within your chosen spot, clear 27 items (a Feng Shui exercise) and notice the new energy! Small items such as books, knick knacks, pillows and pictures all count.

JANUARY							MARCH						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4							1
6	7	8	9	10	11	12	2	3	4	5	6	7	8
13	14	15	16	17	18	19	9	10	11	12	13	14	15
20	21	22	23	24	25	26	16	17	18	19	20	21	22
27	28	29	30	31			23	24	25	26	27	28	29
							30	31					



Nothing can add more power to
your life than concentrating all your
energies on a limited set of targets.

Nido Qubein

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
Daylight Saving Time Starts						
15	16	17	18	19	20	21
		St. Patrick's Day				
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11



Organizing Tip

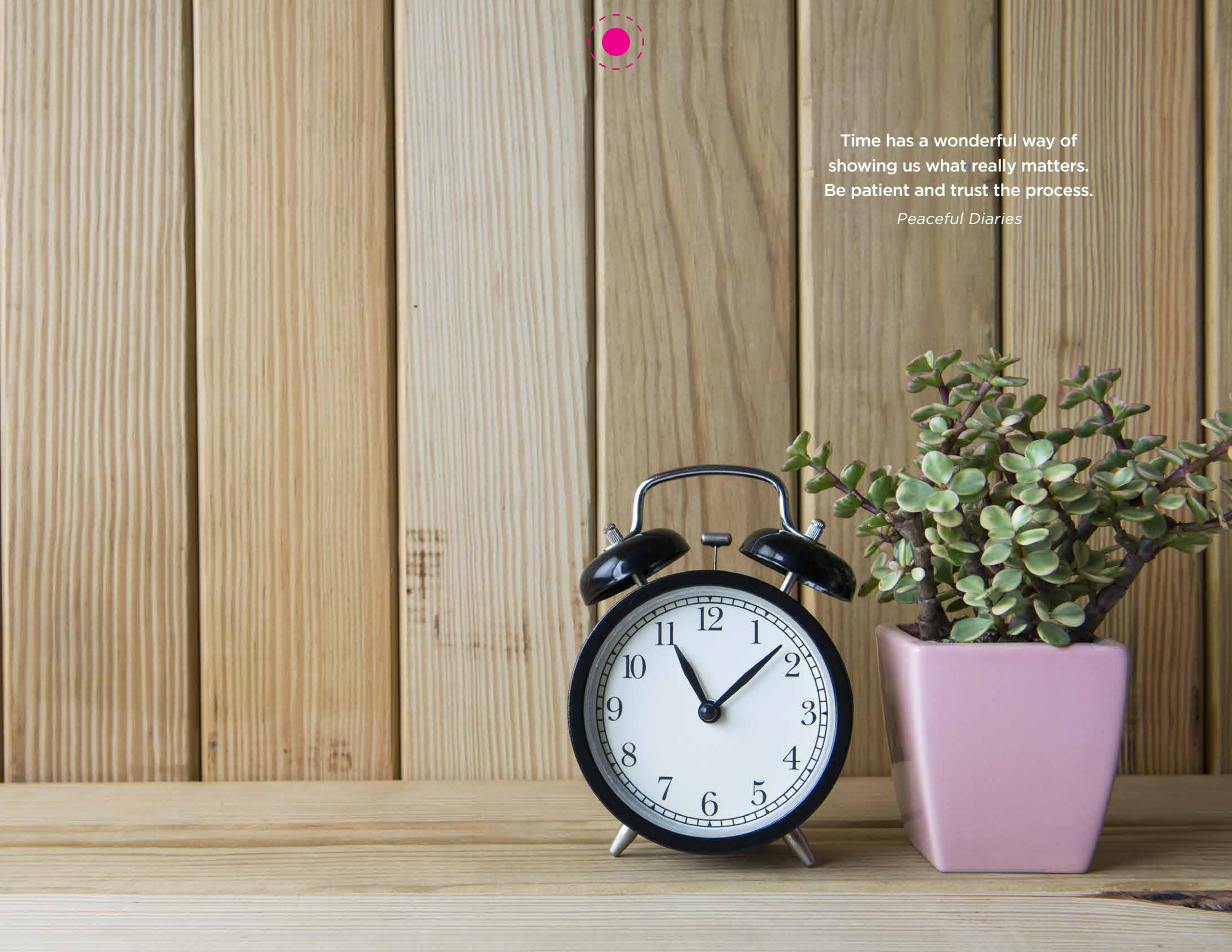
Before you go to bed, review, plan and prioritize your schedule for the next day. Your brain will begin working on your priorities as you sleep.



Challenge

For 1 week write down or text yourself your top 3 priorities for the following day. It will be the first message you see in the morning to jump start your day.

FEBRUARY							APRIL						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2			1	2	3	4	5
3	4	5	6	7	8	9	6	7	8	9	10	11	12
10	11	12	13	14	15	16	13	14	15	16	17	18	19
17	18	19	20	21	22	23	20	21	22	23	24	25	26
24	25	26	27	28	29		27	28	29	30			



Time has a wonderful way of showing us what really matters. Be patient and trust the process.

Peaceful Diaries

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12 <small>Easter</small>	13	14	15 <small>Tax Day</small>	16	17	18
19 <small>Orthodox Easter</small>	20	21	22 <small>Earth Day</small>	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Organizing Tip

Use file folders with straight tabs, versus the more common 3 and 5 tab folders. Align labels on the far left side of each folder. Full tabs allow you to create file names of any size.



Challenge

Invest in a label maker to freshen up your filing system. Purge, organize and label the contents of 1 file drawer this month.

MARCH							MAY						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1						1	2	3
2	3	4	5	6	7	8	4	5	6	7	8	9	10
9	10	11	12	13	14	15	11	12	13	14	15	16	17
16	17	18	19	20	21	22	18	19	20	21	22	23	24
23	24	25	26	27	28	29	25	26	27	28	29	30	31
30	31												



What I know for sure is that when you declutter
– whether it’s in your home, your head, or your heart
– it is astounding what will flow into that space
to enrich you, your life, and your family.

Peter Walsh

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5 <small>Cinco De Mayo</small>	6	7	8	9
10 <small>Mother's Day</small>	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 <small>Memorial Day</small>	26	27	28	29	30
31	1	2	3	4	5	6

Organizing Tip

Purge your spring cleaning products. Be mindful of toxic chemicals and consider an all natural or homemade multi-purpose cleaner.



Challenge

Make your own multi-purpose cleaner.

Recipe:
1 cup distilled water
1 cup white distilled vinegar
1/2 cup lemon juice (optional)
15 drops essential oil:
Consider lavender, peppermint, orange or lemon.
Put in a glass spray bottle and label the bottle.

APRIL							JUNE						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5		1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30				29	30					



Open up your schedule,
slow down your pace and make
space for what is most important,
time with family and friends.

Cathy Feltz

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
Flag Day						
21	22	23	24	25	26	27
Father's Day						
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Organizing Tip

Go through last summer's bug sprays and sunscreens to check expiration dates. Toss the old to make room for the new and organize all into 1 basket.



Challenge

Organize your summer fun by listing your top 10 Must Do summer activities. Get at least 5 activities on your calendar now for the next 3 months.

MAY							JULY								
M	T	W	T	F	S	S	M	T	W	T	F	S	S		
					1	2	3				1	2	3	4	5
4	5	6	7	8	9	10		6	7	8	9	10	11	12	
11	12	13	14	15	16	17		13	14	15	16	17	18	19	
18	19	20	21	22	23	24		20	21	22	23	24	25	26	
25	26	27	28	29	30	31		27	28	29	30	31			



The best way to get things done is to begin.
Erin Condren

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4 <small>Independence Day</small>
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8



Organizing Tip

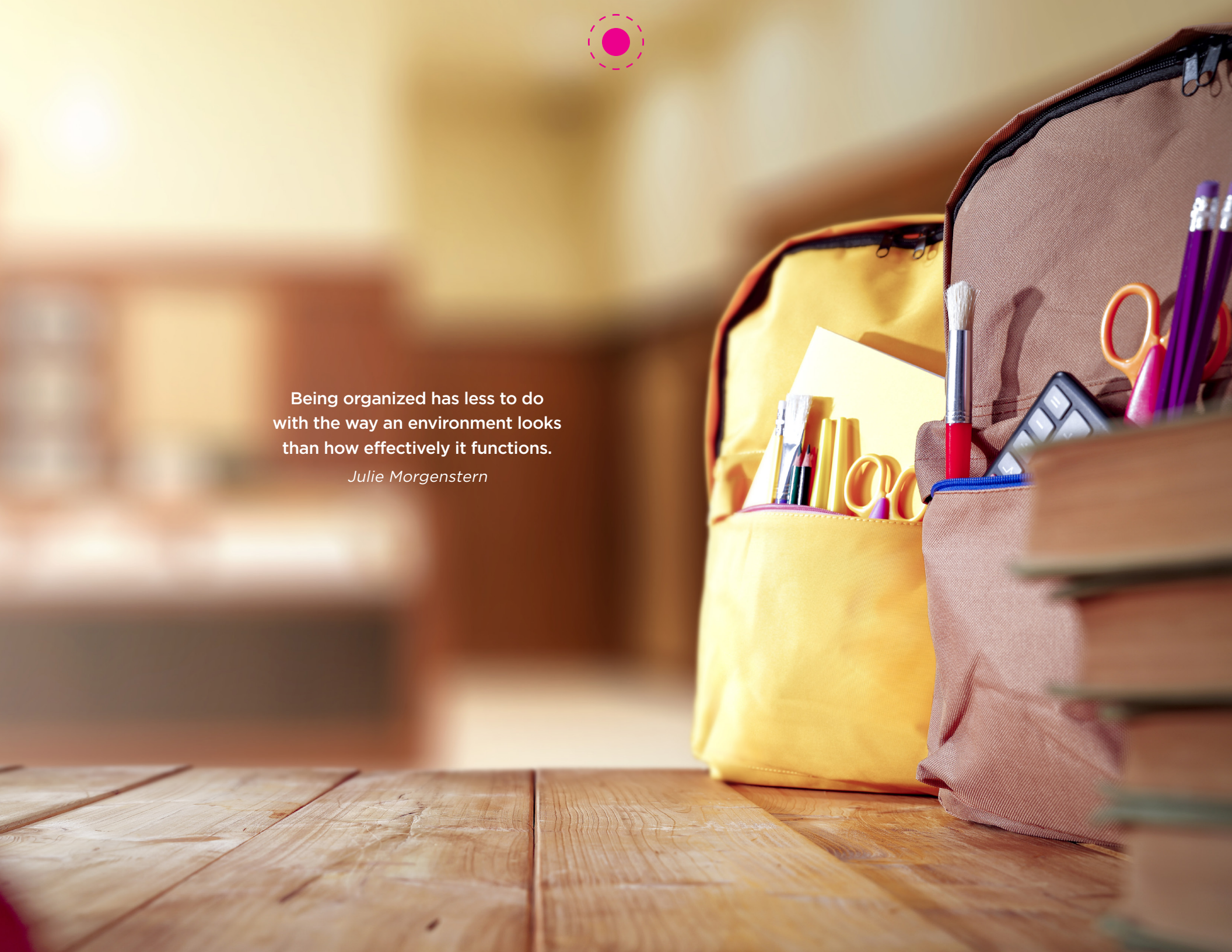
Assess your outdoor area and consider what your family uses. Decrease clutter in your outdoor space by tossing weathered items. Consider a string of party lights to brighten things up.



Challenge

Set a date for an outdoor party. This will provide you with a deadline to be company ready!

JUNE							AUGUST						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7						1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9
15	16	17	18	19	20	21	10	11	12	13	14	15	16
22	23	24	25	26	27	28	17	18	19	20	21	22	23
29	30						24	25	26	27	28	29	30
												31	



Being organized has less to do
with the way an environment looks
than how effectively it functions.
Julie Morgenstern

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Organizing Tip

Whether you are back-to-school or in need of office reorganizing, it is key to create a “home” for your supplies. Backpacks need a landing station, such as a hook or cubby. Overflow office supplies need to be stored in 1 area or bin.



Challenge

Use your new label maker and make labels to designate where supplies belong. Label 12 areas - hooks, bins, shelves or cubbies.

JULY							SEPTEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5			1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30	31			28	29	30				



Clutter is not just the junk spilling out of our closet.
It is any thing or thought that prevents us from
experiencing who we truly are.
Stephanie Bennett Vogt

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7 <small>Labor Day</small>	8	9	10	11	12
13	14	15	16	17	18 <small>Rosh Hashana starts</small>	19
20 <small>Rosh Hashana ends</small>	21	22	23	24	25	26
27 <small>Yom Kippur Starts</small>	28 <small>Yom Kippur Ends</small>	29	30	1	2	3
4	5	6	7	8	9	10

Organizing Tip
Closet Cleanse - Rotate out summer clothes and shoes for fall and winter. Purge worn, outdated, no longer needed items. Make space for your cozy clothes.



Challenge
Corral your scarves by rolling them and standing them up in a basket or bin. Consider displaying them in an over the door clear shoe organizer.

AUGUST							OCTOBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2				1	2	3	4
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	
							31						



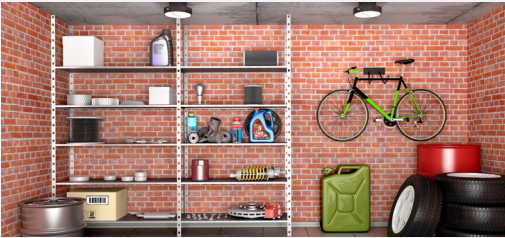
Autumn shows us how beautiful
it is to let things go.
Unknown

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12 <small>Columbus Day</small>	13	14	15	16	17 <small>Sweetest Day</small>
18	19	20	21	22	23	24
25	26	27	28	29	30	31 <small>Halloween</small>
1	2	3	4	5	6	7

Organizing Tip

Falling temps mean it's time to organize the garage. Get items off the floor. Install free standing shelves if needed. Create areas for tools, gardening, and car care supplies. Label bins and shelves for each group of items.



Challenge

Make space to get your car(s) in the garage before the first snowfall or frost. Move snow shovels and snow blower to the front of the garage. Be prepared!

SEPTEMBER							NOVEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6								1
7	8	9	10	11	12	13	2	3	4	5	6	7	8
14	15	16	17	18	19	20	9	10	11	12	13	14	15
21	22	23	24	25	26	27	16	17	18	19	20	21	22
28	29	30					23	24	25	26	27	28	29
													30



You will find it necessary to
let things go; simply for the reason
they are heavy.
C. JoyBell

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Daylight Saving Time	2	3 Election Day	4	5	6	7
8	9	10	11 Veteran's Day	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Thanksgiving	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Organizing Tip

Take a sweep through the kitchen, toss out expired spices and baking ingredients. Take a look at what you use as far as bakeware and cookware and free yourself of items rarely used. Start a list of ingredients you will need for your favorite holiday dishes.



Challenge

Pull out all your serving dishes and utensils. Let go of those you didn't use last season. Find a favorite charity to donate to.

OCTOBER							DECEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4		1	2	3	4	5	6
5	6	7	8	9	10	11	7	8	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28	29	30	31		28	29	30	31			



Love what you have. Have what you need.
Be happier with less.
Peter Walsh

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7	8	9	10 <small>Hanukka starts</small>	11	12
13	14	15	16	17	18 <small>Chanuka/Hanukka ends</small>	19
20	21	22	23	24	25 <small>Christmas Day</small>	26 <small>Kwanzaa starts</small>
27	28	29	30	31 <small>New Year's Eve</small>	1	2
3	4	5	6	7	8	9

Organizing Tip

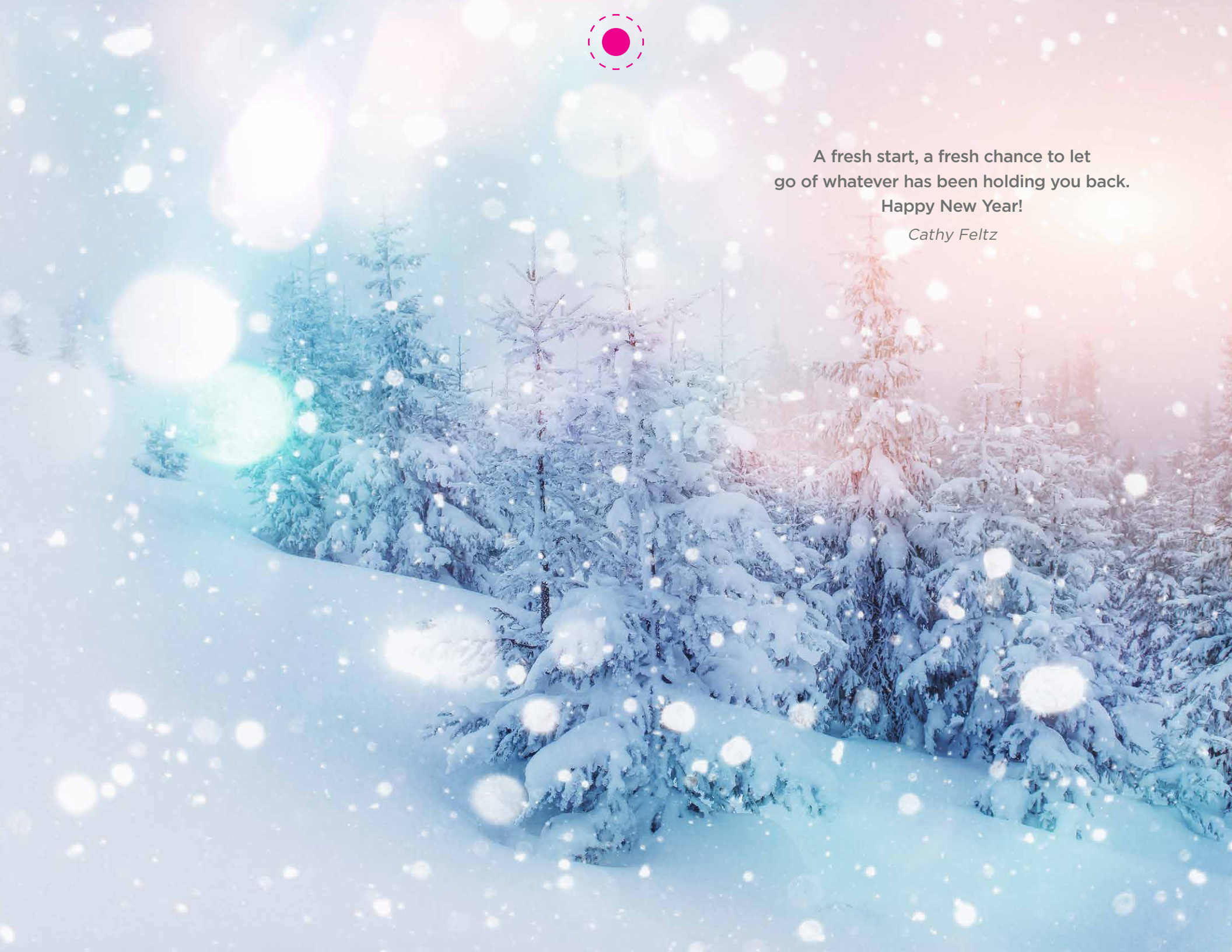
It's time to purge holiday decor. As you pull out decorations take a look and see if the sparkle has worn off or if your tastes have simply changed. Now is the time to donate these items so someone else can create a festive display of their own.



Challenge

Let the annual toy purge begin. Have each child go through their toys and pick out 15 to donate. Teach your children the joy of giving and make space for new toys or items coming in.

NOVEMBER							JANUARY						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
2	3	4	5	6	7	8	4	5	6	7	8	9	10
9	10	11	12	13	14	15	11	12	13	14	15	16	17
16	17	18	19	20	21	22	18	19	20	21	22	23	24
23	24	25	26	27	28	29	25	26	27	28	29	30	31



A fresh start, a fresh chance to let
go of whatever has been holding you back.
Happy New Year!
Cathy Feltz

January 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 <small>New Year's Day Kwanzaa Ends</small>	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Organizing Tip

This New Year strive to let go of what is not adding value to your life. Get down to what matters most to you. Evaluate where you are, plan for what you want to accomplish and celebrate what you have achieved! Write out your 3 top goals for the year.



Challenge

Let go of 1 box of sentimental clutter. For each item ask yourself, is it weighing me down, is it keeping me stuck in the past, is it adding value to my life?

DECEMBER							FEBRUARY						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6		1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30	31				29	30					



January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
2	3	4	5	6	7	8

Organizing Tip

Start the New Year off with a plan to...

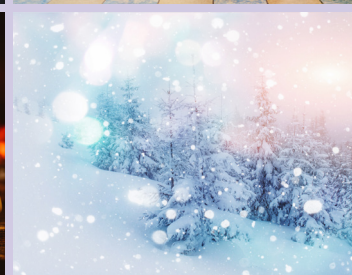


Challenge

Clear 1 box of donation...

DECEMBER	FEBRUARY
M T W T F S S	M T W T F S S
2 3 4 5 6 7 8	9 10 11 12 13 14 15
9 10 11 12 13 14 15	16 17 18 19 20 21 22
16 17 18 19 20 21 22	23 24 25 26 27 28 29
23 24 25 26 27 28 29	30 31

OSO OPEN SPACE ORGANIZING



OSO OPEN SPACE ORGANIZING

Cathy Feltz • www.openspaceorganizing.com • 630.453.2582

