

Dynamic Dad's Organisation Checklist

Remember:

- A place for everything and everything in its place
 - Little and often
 - *Now or never!*
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- ✓ Commit to and track 15 minutes of sorting a day.
 - ✓ Start with the most organised room and finish it first.
Work up to the behemoth of the house.
 - ✓ Order storage drawers/organisers/box-drawers.
Financial commitment will encourage you to carry on.
 - ✓ Clear surfaces of all but a few items - ruthlessly.
Keep no more than 3 display, or 5 useful items.
Store, sell or dispose of the rest.
 - ✓ Involve the family, your offspring can tidy, organise and declutter too.
 - ✓ Contactless keys and cards go in a drawer – lined with RFID blocking foil for security.
 - ✓ Remove from your home things that are unused or use-less.
 - ✓ Make and use lists to achieve the above, break them down into bitesize chunks.



Dynamic Dad's Activity Tracker

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		

Write your activities in the column on the left and use the boxes numbered by date to track your action.

Use different colours to keep it lively, plan ahead by outlining a square and fill it in when the task is complete.

Pin me up somewhere you'll see me often and keep the pens nearby.

As you start to colour in the squares you'll see and feel you're making progress – and feel more motivated to carry on!

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