

Instructions for Get Organized! Worksheet Tracking Important Dates

As busy as this world is sometimes, it is easy to forget the most important of days – a wedding anniversary, a best friend's birthday, your cousin's graduation date. Each month is filled with these special days, and this spreadsheet will let you look at the month or the year in one quick glance. Here are some great uses for this sheet:

- (1) Hang it up on your fridge for frequent reminders to call Grandma about her 80th birthday.
- (2) Print it off and place it in your purse so that you can have it when you are out shopping for greeting cards.
- (3) Create your personal event listing and then keep a soft copy at home and at work for reference at either location.

Throughout the year, mark down any new events or perhaps events you had forgotten about previously. Then when the New Year rolls around, transfer the old information to the new worksheet and you are ready to go. (If you keep a soft copy, this process is even easier!)

Year: 2009

JANUARY	FEBRUARY	MARCH
1 – New Years Day	14- Valentines Day	17 – St Patrick's Day
12 – Kelly's Birthday	25 – Dad's Birthday	20 – Paul's Graduation
23 – Mark and Elle's 4 th Anniv		28 – Mary's First Communion

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