

# Organizational Project Planner



The Assist Lab  
Virtual Assistants

Organization isn't about

It's about efficiency,

*perfection.*

reducing stress and clutter,

saving time and money and

*improving your overall  
quality of life.*

-Christina Scalise

Utilize this packet to create monthly projects that will help your home and/or business reach your organizational goals!

Go through each room and envision what you'd like it to look like, Create a plan and go get it! Purge, donate or sell, find a home for every item kept.

Don't forget to tag us in your project progress!

[@theassistlabne](#)

# MONTHLY *Projects*

**JANUARY**

**FEBRUARY**

**MARCH**

**APRIL**

**MAY**

**JUNE**

**JULY**

**AUGUST**

**SEPTEMBER**

**OCTOBER**

**NOVEMBER**

**DECEMBER**

# Project Planner

month

project

budget

To do

## Items to purchase

	Item & Quantity	Purchased/Ordered From	Idea for Item	Cost
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CREATED BY:



Item:

Donated to:

# Purged Items

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Item:

Sold on/to:

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