

The January Desk Sheet

Six small resets for a calmer return to ordinary winter life.

1. CLOSE

What December left behind

- ☐ Photograph festive styling worth recreating
- ☐ Pack decorations logically
- ☐ Sort wrapping paper, ribbon and cards
- ☐ Give new gifts a home
- ☐ Gather returns
- ☐ Let go of broken festive items

2. CLEAR

Restore everyday function

- ☐ Clear fridge and obvious leftovers
- ☐ Reset kitchen surfaces
- ☐ Deal with laundry, towels and guest bedding
- ☐ Remove packaging and recycling
- ☐ Put displaced everyday objects home
- ☐ Clear desktop, Downloads and stale browser tabs

3. CHECK

Look once, calmly

- ☐ Review December transactions
- ☐ Check pending refunds and returns
- ☐ Note subscriptions and renewals due soon
- ☐ Check January cash reality
- ☐ Check important dates already known

4. BOOK

Future-you will be pleased

- ☐ Necessary appointments
- ☐ Travel already intended
- ☐ Restaurants and experiences that book out
- ☐ Tickets for one winter plan
- ☐ Anything with a real deadline

5. PLAN

January / February / March

- ☐ Mark work peaks
- ☐ Add birthdays and commitments
- ☐ Add travel and preparation dates
- ☐ Protect buffer around busy weeks
- ☐ Add one home or admin moment if needed

6. LOOK FORWARD TO

Put something lovely back

Three things that make winter worth leaving the house for.

NOT THIS JANUARY

Make space by letting a few things wait.

We don't organise life to fit more in. We organise it to make the good parts easier to get to.