

# Organizing Task Tracker

## Instructions for Success:

1. Treat these pages as your accountability partner.
2. Circle your task(s) below.
3. Keep this sheet visible and make a point to REVIEW it daily.
4. Create reminders on your phone or a printed calendar (if needed).
5. Visualize you completing your task.
6. If you complete your daily task and feel the momentum, keep going!

**WEEK OF:** \_\_\_\_\_

**TASK** Declutter | Organize | Reset | Clean

**SPACE:** Living | Kitchen | Dining | Bathroom 1 2 | Office |  
Garage | Master | Bedroom 1 2 3 | Closet | \_\_\_\_\_

**DAILY TASK DURATION (MINUTES):** 5 10 15 20 30 45 60

**DAYS OF WEEK TO COMPLETE:** Mo Tu We Th Fr Sa Su

**WHAT'S YOUR WHY? DIG DEEP.\*** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TASK COMPLETION	SUCCESS!	REGROUPING
Monday Task		
Tuesday Task		
Wednesday Task		
Thursday Task		
Friday Task		
Saturday Task		
Sunday Task		

\*To sustain your motivation, regularly revisit your WHY. If you find it wavering, delve deeper to uncover a more inspiring why.