

OCTOBER

FUN HOLIDAYS THIS MONTH

16 NATIONAL BOSS DAY

Make a card, write a letter, send an email, pick up donuts. Find a fun way to tell your boss or bosses that you appreciate them.



19 EVALUATE YOUR LIFE DAY

It's funny that there would be a single day of the year to evaluate your life—we encourage you to do that each time you plan, but make it a special focus today.



30 CHECKLIST DAY

You might imagine this is our favorite day of the year. It might be one of them, but there are so many we'd need to write a list.



31 HALLOWEEN

Plan ahead for a safe evening of tricks and treats.



THE FRANKLIN FIVE

PRACTICE HABIT SIX

Synergize. You've likely experienced times when working with someone else has enabled you to get more done than you ever thought possible. As you work with co-workers and family members, be sure to point out those moments and thank them for their help.

CLEAN YOUR RAIN GUTTERS

With leaves falling off the trees, it's time to make sure your drains are in good working order. Remove leaves with a small shovel and rinse debris with a hose (this also lets you keep an eye out for leaks). Pay special attention to the downspouts—with wet and cold weather, you won't want a blocked spout filling your gutters with water or ice.

PLAN FOR THE HOLIDAYS

If you haven't already, it's time to decide where you'll be spending the upcoming winter holidays. Once you've settled on where you'll be, open your planner and plan out transportation, lodging, getting time off work, and early shopping to stay ahead of the season.

REORGANIZE THE GARAGE

How you use your garage changes with each season. As fall deepens, it's time to put away the yard tools and make sure you can get to your snow shovel. Consider what you'll be using the garage for in the near future, and reorganize accordingly. While you're at it, make sure your ice scraper and gloves are in the car and ready to go.

GET BEHIND IN CLEANING

The kitchen has all sorts of out-of-the-way crannies where grime and dust accumulate—behind the fridge, under the oven, the tops of your cabinets. Cleaning the refrigerator coils will also help the fridge work more efficiently, and a thorough de-greasing will freshen up your kitchen.

MY FOCUS FOR THIS MONTH