



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.
- 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.
- GET BEHIND IN CLEANING**
The kitchen has all sorts of out-of-the-way crannies where grime and dust accumulate—behind the fridge, behind and 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.
- TEST WATER SHUTOFF VALVES**
Hopefully you haven't needed to shut off the water to your toilets and faucets recently, which is all the more reason why you should test the shutoffs now—especially before the freezing temps of winter set in. Give the valves a few good turns and make sure they're not rusting stiff.

MY FOCUS FOR THIS MONTH

OCTOBER

FUN HOLIDAYS THIS MONTH

- 4 WORLD SMILE DAY**
This holiday was started by Harvey Ball, the artist credited for creating the smiley face in 1963. Apparently nobody had drawn one before then. Do something kind and share a smile today. 
- 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. 