



## THE FRANKLIN FIVE

- PRACTICE HABIT THREE**  
Put first things first. That sounds easy enough, but it can be really hard with so many things masquerading as important. Find quiet time each morning, free yourself from distractions, and plan your most important activities. This includes time for you.
- SPEND TIME IN NATURE**  
This is a great time to get out and soak up nature. As the weather changes around the world, birds start their migratory pattern, so you could see a greater variety of birds as they pass through your area.
- BEGIN SPRING CLEANING**  
However you prefer to clean in the spring, this is the time to roll up your sleeves and dig in. Plan each step in your planner so you aren't overwhelmed—from cleaning ceilings, to kitchen cupboards, right down to the tiny nooks and crannies.
- GET THE GARDEN READY**  
In many regions this is a great time to plant bulbs and seeds. It may be cold, but the flowers will grow as soon as warmer weather arrives. Most bulbs are perennials that die back in late summer, making it hard to remember what's growing where. Make a note of what you plant in your planner so you can keep track of your garden throughout the year. This is also a great time to grow cold weather vegetables like peas and lettuce.
- IT'S TAX TIME**  
Whether you're expecting a bill or a refund, the process of submitting your taxes is a hassle. Make it easier with paper management, receipt tracking, and bookkeeping systems that can serve you both this year and for tax years to come.

## MY FOCUS FOR THIS MONTH

# APRIL

## FUN HOLIDAYS THIS MONTH

### 1 APRIL FOOL'S DAY

A simple plan can make your April Fool's pranks a little more fun.



### 12 EASTER

Easter is based on the lunar calendar. It's always on the first Sunday after the first full moon occurring on or after the vernal equinox (March 19).



### 15 TAX DAY

It's been said that the only sure things in life are death and taxes. So even though tax day is a hassle, let's take a minute to celebrate certainty.



### 22 ADMINISTRATIVE PROFESSIONALS DAY

Find a way to thank your friends at work for all they do.



### 24 ARBOR DAY

The first Arbor Day occurred on April 10, 1872, in Nebraska City, Nebraska. Nearly one million trees were planted that day. Keep the tradition alive and plant a tree today!

