



THE FRANKLIN FIVE

APRIL

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.

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.

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.

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.

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.

MY FOCUS FOR THIS MONTH

KEY DATES

- 1 APRIL FOOL'S DAY
- 2 AUTISM AWARENESS DAY
- 4 EASTER
- 10 SIBLINGS DAY
- 11 NATIONAL PET DAY
- 15 TAX DAY
- 21 ADMINISTRATIVE PROFESSIONALS' DAY
- 22 EARTH DAY

WEEKLY OBSERVANCES

- 18-24 ADMINISTRATIVE PROFESSIONALS WEEK
- 20-25 NATIONAL STATIONERY WEEK

MONTHLY OBSERVANCES

- INTERNATIONAL BLACK WOMEN'S HISTORY MONTH
- MOVE MORE MONTH
- NATIONAL FINANCIAL LITERACY MONTH