

October

THE FRANKLIN FIVE

○ PLAN FOR THE HOLIDAYS

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

○ CLEAN YOUR RAIN GUTTERS

With leaves falling off the trees, it's time to make sure your gutters and 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.

○ REORGANIZE THE GARAGE

If you're like the average person, the activities of summer have taken their toll on your garage. However, with winter around the corner you're going to want room in there to park your cars. This is the ideal time to organize so your garage makes sense. Toss out whatever you no longer need, and create storage solutions for the things you want to keep in there.

○ CONSIDER ORDERING YOUR PLANNER NOW FOR THE NEW YEAR

Planners for next year are ready for you to order. If you order yours now, you can avoid the rush at the end of the year and get a jumpstart on your plans.

○ WRITE A MISSION STATEMENT

Sit down and figure out your values and priorities. The clarity you'll get from this simple exercise makes this a very productive way to spend an hour or two of your day, week, or month.

WEEKLY OBSERVANCES

1-7: Mental Illness
Awareness Week

23-31: National Red Ribbon Week

MONTHLY OBSERVANCES

Breast Cancer Awareness Month
National Book Month
Domestic Violence Awareness Month

KEY DATES

1 International Music Day
4 National Cinnamon Roll Day
5 World Teacher's Day
6 World Smile Day
9 Thanksgiving (Canada)
10 World Mental Health Day
14 National Dessert Day
16 National Boss Day
30 National Checklist Day
31 Halloween

MY FOCUS FOR THIS MONTH

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