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January Home Reset Checklist

Reset the house, not your whole life. This is not a goals planner or a vision board. It is four short weeks of household admin: papers and bills, the calendar, one room a day, and your home records. Do one line a day. Skip a day and pick up where you left off; there is nothing to backfill.

How to use it: print it, put it on the fridge, and check boxes as you go. Weeks are a suggestion, not a deadline. Use the note pages at the end for the details you want to keep.

Week 1 • Papers and bills

- ☐ Gather the paper pile in one spot: mail, receipts, holiday cards, school papers.
- ☐ Sort into four stacks: act on, file, shred, recycle.
- ☐ List every recurring bill with its due day and how it gets paid (page 3).
- ☐ Mark which bills are on autopay and which account they draw from.
- ☐ List subscriptions and memberships that renew this year, with the renewal month.
- ☐ Cancel anything you no longer use, and keep the cancellation confirmation.
- ☐ Set up one folder (paper or digital) for tax forms as they arrive this winter.
- ☐ Write down where important documents live: IDs, titles, policies, the will if you have one.

Tax forms such as W-2s and 1099s usually arrive in January and February. This checklist does not give tax, legal or financial advice; check irs.gov or a tax professional for your situation.

Week 2 • Calendar and renewals

- ☐ Put the household calendar in one place everyone can see (paper or shared app).
- ☐ Add school breaks, activity schedules and known appointments through spring.
- ☐ Add renewal dates: vehicle registration, insurance policies, licenses, passports.
- ☐ Add birthdays and anniversaries for the year.
- ☐ Add home upkeep reminders (filters, gutters, seasonal service) to specific weeks.
- ☐ Choose a weekly 10-minute calendar check with whoever shares the house.
- ☐ Decide who owns each recurring task (trash night, bills, school forms).

Week 3 • One room a day

One zone per day. Four quick passes per zone: clear the surfaces, pull out what to toss or donate, put holiday items away, wipe down. Skip zones you don't have.

Zone checklist

Zone	Clear	Toss/donate	Holiday away	Wipe down
Entry and drop zone	☐	☐	☐	☐
Kitchen counters	☐	☐	☐	☐
Fridge and freezer	☐	☐	☐	☐
Pantry	☐	☐	☐	☐
Living room	☐	☐	☐	☐
Bathroom(s)	☐	☐	☐	☐
Bedrooms	☐	☐	☐	☐
Closets and linens	☐	☐	☐	☐
Kids' or play areas	☐	☐	☐	☐
Garage, basement or storage	☐	☐	☐	☐

Week 4 • Home records and safety

- ☐ Press the test button on smoke and carbon monoxide alarms; replace batteries as the maker directs.
- ☐ Check the furnace or HVAC filter and replace it per the filter's label.
- ☐ Make sure everyone knows where the water shutoff, breaker panel and gas shutoff are.
- ☐ Update the emergency contact list on the fridge.
- ☐ Gather appliance manuals and warranties into one folder or a single digital folder.
- ☐ Photograph one room for a home inventory (start small; one room is a start).
- ☐ Write down this year's home and car service due dates.
- ☐ Back up phone photos and important files.

Safety items are general reminders, not inspections. Follow your equipment manufacturer's instructions.

Holiday close-out (any week)

- ☐ List every return or exchange and its return window; mark each one done.
- ☐ Write down gift card balances and where each card is kept.
- ☐ Label decoration boxes by room before they go into storage.
- ☐ Note what to buy, skip or do differently next December.
- ☐ Return borrowed dishes, platters and chairs.

Bills and renewals

Bill or renewal	Due day / month	Autopay? From which account	Where the login info is kept (never the password itself)

Restart note

Where I stopped	Next small step

More free pages from Plainly Prepared: the ADHD restart sheet (plainlyprepared.com/resources/adhd-restart-today/), the home emergency locations sheet (plainlyprepared.com/resources/home-emergency-locations-sheet/) and starting a home inventory in one room (plainlyprepared.com/resources/home-inventory-first-room/).