

# THE MEMO

*february 19th — february 25th*

- Kids Spring Wardrobe — Inventory, Declutter, and Upcycle — Go through your kid(s) closets + dressers. Take note of what they have and what they will need for this Spring + early summer. While you are at it, organize what no longer fits and can be passed down, what you can upcycle via your local consignment shop or online via Poshmark, ThredUp, etc. **THIS SPRING CLOTHING CHECKLIST WILL HELP YOU GET ORGANIZED**
  
- St. Patrick's Day — Don't rely on luck! — Do you want to host a party this year? If so, jot down your guest list and invite your guests. Do you decorate or want to this year? Pull out what you have and buy what you need so they arrive in time to display and enjoy leading up to St. Patty's Day.
  
- Graduation — Book airfare, boarding + PTO! — Will you have a High School or College Graduate this year? If you want to plan a memorable celebration trip, now is the best time to book airfare and boarding to get the best deals.
  
- Memorial Day — Weekend Getaway — Now is the time you should consider booking your airfare or setting up price alerts for your flights. While you are in planning mode if you need to book boarding for your animals or coordinate for a house sitter, do that to ensure all the essential details are taken care of. Finally, request/block our calendars for paid time off now.
  
- International Women's Day — For the super women — Make sure you get the stress out of the way and order your gifts, flowers, and card today! If you lead a team and want to celebrate at work, think about how you'll observe and work to iron out all the details.

*moments*