



THE FRANKLIN FIVE

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.

IT'S TAX TIME

Whether you're expecting a bill or a refund, the process of submitting your taxes isn't very fun. 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

Depending on your growing zone, it may be the perfect time to plant bulbs and seeds. It may be cold, but the flowers will grow as soon as warmer weather arrives. If some bulbs don't bloom this spring, don't worry—sometimes they need extra time. Make a note of what you plant in your planner so you can remember the contents of your garden throughout the year, even when the bulbs are dormant. Now is also a good time to grow cold weather vegetables like peas and lettuce.

TACKLE THE MAIL PILE

Take out current bills and personal mail. Thumb through back issues of magazines you loved and tear out the images or articles you enjoyed. Then, recycle the rest, including any expired coupons. Be sure to unsubscribe from any subscriptions you no longer want.

REFRESH A ROOM

A can of paint can often make a space feel new. Try it. When you're finished and you're putting everything back, it's the perfect time to reorganize your space.

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.



16 EASTER

Easter is based on the lunar calendar. We celebrate Easter on the first Sunday after the first full moon occurring on or after the vernal equinox (March 21).



17 TAX DAY

Life is full of uncertainty. It's been said that the only sure things in life are death and taxes. Today, let's celebrate certainty—even if it comes in the form of taxes.

22 EARTH DAY

Keep Mother Earth in mind today and throughout the year. There is nothing more awe-inspiring than the beauty of nature.



26 ADMINISTRATIVE PROFESSIONALS DAY

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

