

Host your own Admin Party with our handy check list



Budgets and bills

- Taking a look at your banking app
- Cancel any subscriptions you don't use
- Take a look at your utility bills and make an appointment with your local Utility Warehouse Partner



Time for a snack break



Self care

- Book that appointment you've been putting off
- Reply to that email you've left on read
- Check if anything needs renewing



Time for a tea break



Get Organised

- Tackle the paperwork pile
- Return that online order
- Reset your passwords

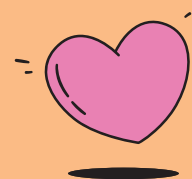


Time for a dance break



Stay a step ahead

- Plan any upcoming spending
- Check what's coming up this month
- Restock the essentials... you know that toothpaste isn't going to last



Not scary at all, right?

Future you will thank you