



# Simplify My Life Challenge

## AUGUST DECLUTTER CHECKLIST – HOME OFFICE

- ☐ REMOVE EVERYTHING FROM ROOM THAT DOES NOT BELONG
- ☐ DISPOSE OF RUBBISH/BROKEN ITEMS
- ☐ CLEAR DESK AND SURFACES COMPLETELY
- ☐ SORT INTO KEEP, GIVEAWAY, THROW OUT PILES
- ☐ MINIMISE DÉCOR OR UNNECESSARY ITEMS
- ☐ PUT EXCESS PAPERWORK ASIDE (ORGANISE PAPERWORK TASK COMING NEXT WEEK)
- ☐ WIPE DOWN/DUST SURFACES & ELECTRONICS
- ☐ ORGANISE DESKTOP ITEMS
- ☐ USE CONTAINERS/DESK ORGANISER FOR DESKTOP ITEMS
- ☐ KEEP ONLY ITEMS THAT ARE USED REGULARLY
- ☐ EMPTY AND SORT DRAWERS
- ☐ CLEAN OUT DRAWERS WITH CLOTH
- ☐ RE-ORGANISE DRAWER CONTENTS
- ☐ REMOVE EXCESS OFFICE SUPPLIES/DOUBLE UP ITEMS
- ☐ REMOVE ITEMS FROM SHELVES/OTHER STORAGE AREAS
- ☐ SORT AND DECLUTTER CONTENTS
- ☐ RE-ORGANISE SHELVES & STORAGE AREAS
- ☐ ORGANISE ELECTRICAL CORDS & DEVICES
- ☐ MATCH UP CORDS/ACCESSORIES WITH DEVICES & REMOVE ANY THAT DO NOT HAVE A CLEAR PURPOSE
- ☐ FIND A HOME FOR ANY OTHER OFFICE ITEMS
- ☐ VACUUM AND/OR MOP FLOOR
- ☐ CLEAN WINDOWS
- ☐ GET RID OF ANY ITEMS YOU PLAN TO SELL OR GIVEAWAY WITHIN 2 WEEKS