

Home Office

Edit

Page One

Task

Completed

Group Items into Categories

Start in one corner of the office. Pull out all the items. Every single one.

Group items into categories of item type.

Choose categories that make sense for your home office. Common categories are: office supplies, books, manuals, back stock of office supplies, documents, bills, statements, business cards, appliance manuals, electronics/gadgets & cords, mail, etc.

If you have more items in your office, your categories may be broader. Choose

If you have fewer items in your office, you can create more categories that are smaller and more specific.



Task

Completed

Break Categories into Groups

Working with one group at a time, break the items into groups of like items.

Declutter each group of like items ruthlessly.

How many of this item do you really need?

Is the item broken or damaged? If so, it needs to go.

Do you still use the item? Do you need it?

Could you easily find the item on line (like a manual) if you need it? If yes, let it go.

Could you easily afford to replace the item if you need it in the future? If yes, let it go.



Task

Completed

Break Categories into Groups (continued)

Do you have room for this item? If not, you need to let it go or find an alternate location to store it.



Can you store this item electronically and let the physical version go?



Once you're done decluttering, step back and look at how much remains. Now what else can you let go?





Task

Completed

Clean Well

Take the time to wipe down every surface well. It will never be easier than now with everything removed from the areas.



Take the time to sweep, mop and vacuum under and behind furniture.



Be sure to dust high surfaces and remove cobwebs, too.



Remove or relocate furniture in the space.



Now is the time to reroute cords to electronic equipment. Look for opportunities to neatly bundle cords to minimize clutter.



Trash

Recycle

Relocate

Donor

Category