

10 Ways You Can De-clutter Your Professional Life

1. "Bookend" your work day with planning, scheduling, straightening and organizing.
2. Have realistic timelines.
3. Eliminate piles and stacks of papers by separating them into categories.
4. Develop a routine of tossing out papers.
5. Keep projects organized.
6. Minimize distractions by having only the papers with which you are presently working on your desk.
7. Focus on the task at hand.
8. Review email content thoroughly before sending it out.
9. Know when a telephone call is more appropriate than an email.
10. Be on time.

10 Ways You Can De-clutter Your Personal Life

1. Start by subtracting.
2. Remember that procrastination is merely a failure to understand how great you will feel once you begin the work.
3. Tell yourself that staying organized is as important as getting organized.
4. Break your projects down into manageable pieces.
5. Utilize shelf and wall space for storage.
6. Remember you are more likely to get and stay organized if you schedule time to de-clutter.
7. Keep in mind that de-cluttering is not a one-time job.
8. Believe that less really is more.
9. Make organization and de-cluttering a mindset.
10. Be strategic about where you store items.

Create Your Action Plan

Identify three de-cluttering goals that you are willing to complete within the next 30 days.

- Make your goals small enough to prevent discouragement and big enough to make a difference.
- The initial action step and start date will facilitate momentum.

Goal #1: _____

Initial action step: _____

Start date: _____

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