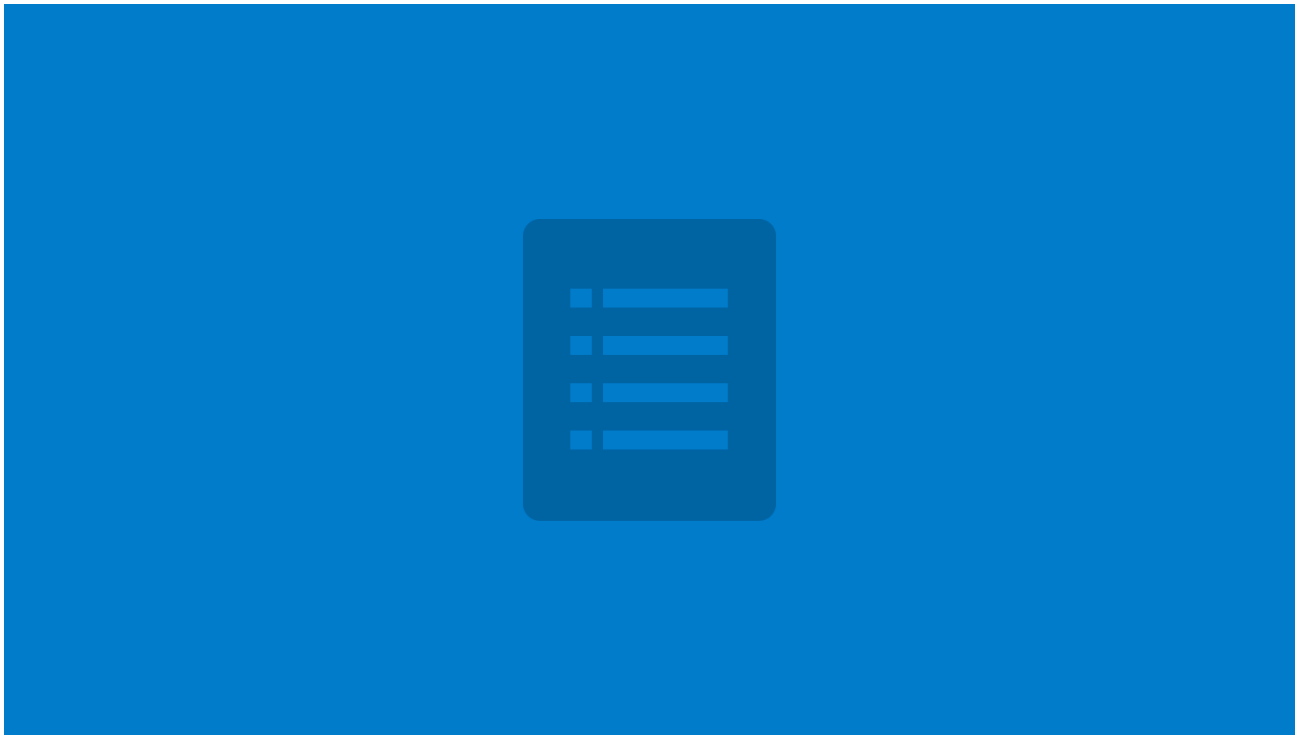
Home Office Declutter Checklist

Organize Your Home And Life For busy parents, with multiple calendars and activities to manage, checklists and planners are a huge part of getting and staying organized.



- [ ] Clear out the top of your desk.
- [ ] Empty your desk and cabinet drawers and sort your items into like piles.
- [ ] Do not replace or organize anything until all the areas have been emptied out, decluttered, and sorted.
- [ ] Wipe out drawers, cabinets, and surfaces.
- [ ] Rehome everything that doesn't belong to your home office.
- [ ] Organize the contents of each pile and think where you'd like to have them.
- [ ] Organize the area you work in according to what you need to use most. Place the items you use most on the upper drawers, less used ones at the higher shelves and cabinets.
- [ ] Use drawer dividers or small boxes to create sections in your drawers. Use magazine holders and baskets to store items you don't want to see all the time.
- [ ] Establish a daily routine of resetting your workspace so it is neat and orderly for the next day.

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