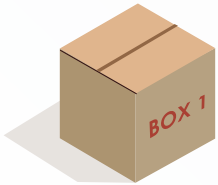


3 BOX PROCESS TO DECLUTTER YOUR OFFICE IN 4 HOURS (or less!) & KEEP IT THAT WAY - FOREVER



TRASH/SHRED

This is where you toss everything that you don't want. Trash it, shred it, or recycle it. You'll know pretty quickly what stays and what goes. It's easier than you think!



GIVE AWAY, DONATE, RE-GIFT

You don't need it, but someone else might. Sell it, consign it, donate it, or put it in your GIFT DRAWER to gift to a friend. Make the decision that it is no longer yours. Your trash becomes someone else's treasure!



KEEPERS

These are the items that you need/want to keep. Create a permanent place for them to live.

Rules for De-Cluttering:

1 MAKE QUICK DECISIONS

If you have to think too long and hard, you may talk yourself into keeping something you really don't need. Quick means easily convinced - one way or the other!

2 ONLY KEEP WHAT YOU NEED AND LOVE - NOT LIKE!

Let's face it...we LIKE everything! It's all the things we LIKE that ultimately create the clutter in our lives, but it's not the stuff we LIKE that we focus on or pay attention to. The stuff we LOVE gets our attention every time.

3 CREATE A PERMANENT HOME - A PILE IS NOT AN OPTION!:

This is where "the rubber meets the road". If you don't know where items you keep are going to live, you have to create a permanent home for them. That means in a closet, on a shelf, in a drawer, in a file, anywhere other than a PILE.

W E N D Y E L L I N

Workplace Productivity Strategist

Productivity • Performance • Peace of Mind

