

WAYS TO declutter YOUR HOME OFFICE



***Clear off the top of your desk and put everything into piles to organize for later when you're done.**

***Clean and dust everything on your desk.**

***Toss away any desktop folders + files on your computer you don't need.**

***Delete bookmarks that you don't use any longer on your computer.**

***Toss out any file folders you don't need any longer.**

***Toss out any post-it notes or memos on your desk you no longer need and organize them on your calendar or planner.**

***Toss out receipts + invoices you no longer need.**

***Toss out writing utensils like pens, pencils that don't work any longer.**

***Throw away any trash!**

Now you're ready to put things back where they belong and have a tidy home office area.