



BUSINESS DECLUTTER LIST

OPERATIONS & SYSTEMS

- Outdated SOPs (update, archive, or delete)
- Old client files
- Unused templates or worksheets
- Duplicate digital folders
- Outdated branding materials
- Old project notes or abandoned initiatives

MARKETING & CONTENT

- Graphics that no longer match your brand
- Drafts you won't publish
- Irrelevant saved social media posts
- Old email sequences
- Outdated promotional materials
- Unused photos or video clips

FINANCIAL & ADMIN

- Old invoices and receipts
- Subscriptions you no longer use
- Vendor accounts no longer active
- Outdated contracts or agreements
- Duplicate financial documents
- Old tax folders or statements you've already archived

PRODUCTS & SERVICES

- Offers you no longer sell
- Course materials needing updates
- Inventory you won't restock
- Packaging or supplies you don't use
- Old product mockups or drafts
- Retired service descriptions

TEAM & COMMUNICATION

- Old Slack channels or groups
- Outdated onboarding materials

- Contact lists with inactive leads
- Training materials needing refresh
- Old meeting notes or agendas
- Unused collaboration tools

NOTES SECTION (Optional)

- Items to replace
- Items to donate or recycle
- Items to digitize
- Follow-up tasks

Power Up Nation – Pat Council