

Home Office Declutter Checklist

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Desk & Workspace

- Dead pens and dried-out markers
- Old notebooks
- Outdated sticky notes
- Duplicate office supplies
- Old planners or calendars
- Loose papers that need filing or shredding

Tech & Digital

- Unused cables and chargers
- Devices you no longer use
- Computer files to delete, archive, or organize
- Email inbox cleanup (unsubscribe, delete, categorize)
- Apps or software you no longer use

Paperwork

- Old receipts
- Expired warranties
- Manuals for items you no longer own
- Duplicate documents
- Papers to shred (sensitive information)

Shelves & Storage

- Books you don't reference
- Outdated binders

- Old business cards
- Décor that doesn't inspire or align with your aesthetic
- Office supplies you haven't used in 6+ months

Notes (Optional)

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

Power Up Nation - Pat Council