
DECLUTTERING CHECKLIST

Paperwork (fast)

This prompt is for tackling piles of paperwork. You can very gently separate it out into one of 3 main categories:

- 1) paperwork that needs filing
- 2) paperwork that needs binning or shredding
- 3) paperwork to keep for reference

Grab the first 5 bits of paper from the nearest pile.

Paperwork is clutter area which can very quickly become totally overwhelming.

Be aware that you need to take this slowly. If you want to do more than 5 things I suggest you do it in 5 minute batches. S

pend no more than 5 minutes at a time on a pile of papers then have a break. later.

Filing and binning paperwork is easy to spot—with the reference section ask yourself:

- Is it about something I will never get around to?
- Is it about a place I will never go to?
- Does it bring up bad memories?
- Do I need it?
- Is it out of date?
- Can I find this information online?
- Will I ever need this bit of paper?

Top Tip

You might find it useful to have a 4th pile for things that need responding to NOW.

Spend 5 minutes on this job and colour in a star for each minute. You can do more later if you like!



Have nothing in your house that you do not know to be useful, or believe to be beautiful.

William Morris.

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