



# Office decluttering checklist



Declutter the following items below, once completed ticked them off!

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|--|---|
| <input checked="" type="checkbox"/> OLD COURSES & TRAININGS                              | <input checked="" type="checkbox"/> MAGAZINES                                       |
| <input checked="" type="checkbox"/> BOOKS (NO LONGER NEED OR LOVE)                       | <input checked="" type="checkbox"/> LEGAL DOCUMENTS (NO LONGER REQUIRED TO HOLD)    |
| <input checked="" type="checkbox"/> OLD TELEPHONE DIRECTORIES                            | <input checked="" type="checkbox"/> BANK STATEMENTS                                 |
| <input checked="" type="checkbox"/> DIARIES & JOURNALS                                   | <input checked="" type="checkbox"/> WORK & BUSINESS FILES                           |
| <input checked="" type="checkbox"/> ELECTRICAL ITEMS (COMPUTERS, LAPTOPS, PLUGS & LEADS) | <input checked="" type="checkbox"/> STORAGE UNITS/ FILING CABINET                   |
| <input checked="" type="checkbox"/> STATIONARY (BIROS, POST IT'S, ENVELOPES, PAPER ETC)  | <input checked="" type="checkbox"/> SCHOOL REPORTS & EXAM RESULTS                   |
| <input checked="" type="checkbox"/> BROKEN FILES & FOLDERS                               | <input checked="" type="checkbox"/> KIDS ARTWORK                                    |
| <input checked="" type="checkbox"/> INVOICES & STATEMENTS (OVER 7 YEAR RETENTION)        | <input checked="" type="checkbox"/> UNWANTED GIFTS & PRESENTS                       |
| <input checked="" type="checkbox"/> OLD TAX RETURNS & ACCOUNTS                           | <input checked="" type="checkbox"/> ANY BROKEN FURNITURE OR ITEMS                   |
| <input checked="" type="checkbox"/> CD'S/DVDS/VIDEOS/TAPES                               | <input checked="" type="checkbox"/> OBSOLETE OFFICE ITEMS                           |
| <input checked="" type="checkbox"/> PHONE CONTACTS, APPS, MESSAGES                       | <input checked="" type="checkbox"/> CLEARING OF OLD FILES & DOCS ON LAPTOP/COMPUTER |
| <input checked="" type="checkbox"/> CARDS (NEW & USED)                                   | <input checked="" type="checkbox"/> PHOTO'S   |
| <input checked="" type="checkbox"/> EMAIL DETOX & UNSUBSCRIBING                          |   |