

WORKSPACE DECLUTTERING CHECKLIST

Create a calmer workspace in less than 20 minutes

YOUR DAILY ESSENTIALS

What belongs on my desk every day?

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|---------------------------------------|---|
| ☐ LAPTOP | ☐ WATER OR COFFEE |
| ☐ ONE NOTEBOOK | ☐ SMALL PLANT (OPTIONAL) |
| ☐ ONE PEN | |

DAILY FOCUS

How do I prepare for meaningful work?

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| ☐ PUT YOUR PHONE ON SILENT | ☐ REMOVE DISTRACTIONS |
| ☐ WRITE DOWN TODAY'S ONE BIG THING | ☐ OPEN ONLY THE APPS YOU NEED |
| ☐ START WITH YOUR MOST IMPORTANT TASK | |

DIGITAL RESET

Keep your digital workspace just as clutter-free

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|--|---|
| ☐ CLEAR YOUR DESKTOP | ☐ UNSUBSCRIBE FROM UNNECESSARY EMAILS |
| ☐ ORGANIZE FILES INTO FOLDERS | |
| ☐ CLOSE BROWSER TABS YOU NO LONGER NEED | ☐ KEEP YOUR TASK LIST IN ONE TRUSTED PLACE |

WORKSPACE RESET

End the day well

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|--|--|
| ☐ RETURN EVERYTHING TO ITS | ☐ EMPTY YOUR BIN |
| ☐ THROW AWAY UNNECESSARY PAPERS | ☐ LEAVE YOUR WORKSPACE READY FOR TOMORROW |
| ☐ WIPE DOWN YOUR DESK | |

NOTES: