



20 Office Space

DECLUTTER/CLEANING CHECKLIST
TO KEEP YOUR WORK ENVIRONMENT
HEALTHY AND HAPPY



Office Space

DECLUTTER/CLEANING CHECKLIST



No	ACTIVITIES	<input checked="" type="checkbox"/>
1	Assess your office space and identify cluttered areas.	<input type="checkbox"/>
2	Prioritize tasks based on urgency and impact.	<input type="checkbox"/>
3	Remove unnecessary items from your desk.	<input type="checkbox"/>
4	File away papers and organize office supplies.	<input type="checkbox"/>
5	Keep only essential items within arm's reach.	<input type="checkbox"/>
6	Use cable organizers to untangle cables.	<input type="checkbox"/>
7	Declutter electronic peripherals for a streamlined workspace.	<input type="checkbox"/>
8	Invest in shelves, cabinets, or desk organizers.	<input type="checkbox"/>
9	Label storage containers for easy access.	<input type="checkbox"/>
10	Implement a filing system for documents.	<input type="checkbox"/>
11	Regularly review and purge unnecessary paperwork.	<input type="checkbox"/>
12	Choose a few meaningful items for personalization.	<input type="checkbox"/>
13	Maintain a balance between comfort and functionality.	<input type="checkbox"/>
14	Dust surfaces regularly.	<input type="checkbox"/>
15	Vacuum floors and sanitize commonly touched areas.	<input type="checkbox"/>
16	Organize files on your computer.	<input type="checkbox"/>
17	Declutter your email inbox.	<input type="checkbox"/>
18	Delete unnecessary digital files.	<input type="checkbox"/>
19	Spend a few minutes daily decluttering and organizing.	<input type="checkbox"/>
20	Ensure a fresh start for the next workday.	<input type="checkbox"/>