Monthly Home Office Decluttering Checklist

# 🗂️ Paper & Documents

* ☐ Shred or recycle outdated papers
* ☐ File important documents in labelled folders
* ☐ Digitise receipts, invoices, or handwritten notes

# 📦 Desk & Storage

* ☐ Clear out drawers — remove anything unused or broken
* ☐ Reorganise shelves, boxes, and bins
* ☐ Apply “one in, one out” rule to supplies and accessories

# 🧼 Surface Clean-Up

* ☐ Wipe down your desk, monitor, and keyboard
* ☐ Remove items that don’t belong in the workspace
* ☐ Declutter the top of your desk — keep only daily essentials

# 💻 Digital Declutter

* ☐ Clear your desktop and organise files into folders
* ☐ Uninstall unused apps or software
* ☐ Empty the Recycle Bin or Trash

# 🎧 Tech & Cables

* ☐ Tidy up cables using clips, sleeves, or cable boxes
* ☐ Test tech accessories — discard or replace faulty items
* ☐ Store infrequently used gear in labelled containers

# 🪴 Atmosphere & Decor

* ☐ Dust plants, picture frames, and art
* ☐ Refresh or rotate decor to keep things visually inspiring
* ☐ Remove decor items that now feel like clutter