



TOP TIPS: SIMPLIFY YOUR SPACE

THE ONE-PAGE CHECKLIST

Declutter and organize your home, workspace, and digital life. Print this page and check each step off as you go.

The idea: simplification is removing excess and creating order. A simpler space means less stress, more control, and room to focus on what truly matters — at home, at work, and on your screens.

- ☐ **1. Declutter First** Before organizing, remove what no longer serves you. Donate, recycle, or throw away anything that adds clutter to your life.
- ☐ **2. Start Small** Begin with one small area — a single drawer or shelf. Small wins make the process feel doable and build momentum.
- ☐ **3. One-In, One-Out** Each time something new comes into your home or workspace, remove one item. Clutter can't accumulate.
- ☐ **4. Create Clear Zones** Give every area one job: your work area solely for work, your relaxation area free from distractions.
- ☐ **5. Use Storage Wisely** Keep what you use regularly within easy reach; store the rest out of sight so surfaces stay clear.
- ☐ **6. Go Paperless** Scan important documents and store them digitally. Unsubscribe from junk mail and opt for e-statements.
- ☐ **7. Declutter Digital Spaces** Your digital environment counts too: organize your files, delete unnecessary apps, clear your email inbox.
- ☐ **8. Prioritize Essentials** Keep only the items you need and use regularly — things that serve a clear purpose. Let the rest go.
- ☐ **9. Maintain Regular Habits** This isn't one-and-done. Set aside time weekly or monthly to declutter and reorganize, and the calm stays.

FAST ACTION STEPS — DO THESE TODAY

- ☐ **1. Clear One Surface** Choose a desk or countertop and clear it completely. Return only the essentials; store or discard the rest.
- ☐ **2. Declutter One Drawer** Empty a single drawer, sort through it, keep only what you need, and return it neatly organized.
- ☐ **3. Unsubscribe** Take 5 minutes to unsubscribe from promotional emails and newsletters you no longer read.

EXCLUSIVE CONTENT · PRESENTED BY XYNGENTA — Start small. Clear one surface. Enjoy the calm.