

LET GO OF CLUTTER



PRIORITIES WORKSHEET

Where to Begin:

What room is most important? *(e.g. Office, Cupboard under the stairs)*

What is the first clutter to address there? *(e.g. Paper on all surfaces)*

What needs to be done, in order? *(e.g. Throw away or recycle outdated stuff, send to charity, Shred)*

What supplies do you need? *(e.g. File folders, shredder, labels, markers, recycle box, bin bags)*

Make a list of any supplies you need to purchase *(Not too much to lead to more clutter)*

What is the next clutter issue? *(e.g. File the stack and pull out dated materials)*

- ☐ Pay bills
- ☐ Recycle or bin dated material
- ☐ Put away anything out of place
- ☐ Clean/Dust surfaces
- ☐ Hoover/Vacuum floors
- ☐ Other: _____