Home Office Declutter Checklist

Start with one drawer or shelf. Review each item, keep what serves you, and let the rest go at your own pace.

21 items · 2 pages · A4 · English

- [ ] Broken staplers, hole punches, and tape dispensers
- [ ] Business cards (digitize and recycle)
- [ ] Duplicate chargers with no device to match
- [ ] Duplicate printouts and meeting agendas
- [ ] Empty folders and damaged document wallets
- [ ] Excessive office supplies (binder clips, rubber bands)
- [ ] Junk drawer items
- [ ] Obsolete training handouts and reference books
- [ ] Old electronics manuals, cords, and warranties
- [ ] Old monitor stands or laptop cases that no longer fit
- [ ] Old storage drives after backing up needed files and erasing data
- [ ] Outdated planners or notebooks

Notes / next small step

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- [ ] Paper piles that need shredding or filing
- [ ] Receipts no longer needed for returns or records
- [ ] Shipping labels and packaging from completed orders
- [ ] Spare keyboards or mice you never use
- [ ] Spent batteries and empty printer cartridges for recycling
- [ ] Unfinished project materials with no next action
- [ ] Unneeded promotional stationery and conference giveaways
- [ ] Unused desk organizers that take up working space
- [ ] Used-up pens and dried-out markers

Notes / next small step