

DE- CLUTTERING

CHECKLIST



Dignify yourself by removing what you don't need from your space or your mind.

There is a power in simplifying your life and thoughts. Taking time to declutter allows more physical space for things that make you happy and more mental space for positivity or creation!

Here are four areas to focus on:

YOUR HOME

- Start small: Take 10 minutes each day to clear a space. Throw away things you can't use and sort others into a donation bin! Even if you get rid of one item each day, that's 365 less things in your home at the end of a year!
- One room at a time... is fine! Don't get overwhelmed by the thought of decluttering your entire house. One room or one drawer at a time is okay! Don't forget to take before and after pictures—seeing your progress feels great!
- Are you really going to wear that? An easy tip to figure out what you actually wear is to turn your hangers around after you've worn that item of clothing! At the end of a few months or a year, you'll see what hasn't been touched. It can be hard, but it's time to donate!

YOUR WORKSPACE

- Find a home for everything: If items don't have a place to be stored, it's likely they'll just accumulate on your desk space!
- File or shred papers as you get them: Don't let that stack of papers build up!
- Don't forget your digital files: Clean out that document folder on your computer! Whether it's saving files to a company drive or creating a folder system, you'll save yourself a ton of time searching for files!
- Give your space an actual clean: While it's great to have your papers sorted, nothing feels quite as good as dusting and wiping down your workspace.

YOUR MIND

- A Prophit Co. favorite way to clear your mind is to unplug! Spend some time with your family, friends or yourself and be free from technology.
- It sounds cliché—meditate! Try an app like Calm or browse YouTube for some guided meditation videos!
- Write down your thoughts. Every few months the Prophit Co. team writes down everything they've been meaning to do (at work, at home, for themselves... literally everything)! It helps to get your mental notes out of your head and on paper or into a notes app. Set a quarterly reminder for yourself and give it a try!
- Sweat the stress out. Even when it's hard to find the motivation, spend 30 minutes going for a walk, doing a yoga video or taking a bike ride with your family. Exercise is proven to lower stress! (Plus, it's just good for you).

YOUR ROUTINES

- Be realistic: Set attainable goals for yourself. Scheduling your whole day in 15-minute increments is going to be tough to follow through on. Start simple and split your day into timeslots (morning, midday, afternoon, evening).
- Make flexibility part of your daily routine! Let's face it—sometimes the world gets in the way of our best laid plans. Don't be discouraged by change. Instead, use your most productive times to the best of your ability and don't stress if something new pops up!
- Try it out: Build a daily routine that seems manageable and give it a try for 30 days. You'll find out if it works for you! If it doesn't, make changes. If it does? Stick to it!