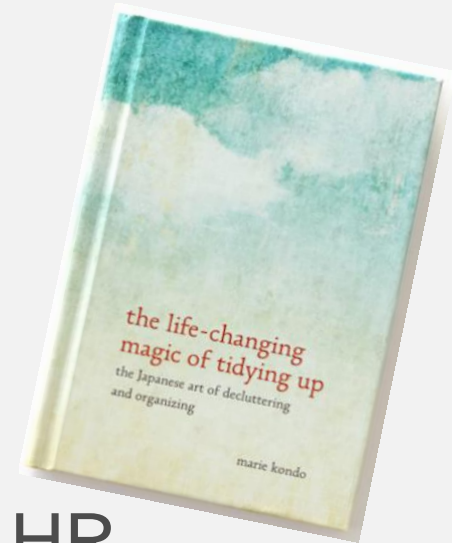


# Declutter Your Office & Your Life

## Brown Bag Series #9

Victoria Rosario, District Director HR

Valerie Carrigan, HR Training Specialist

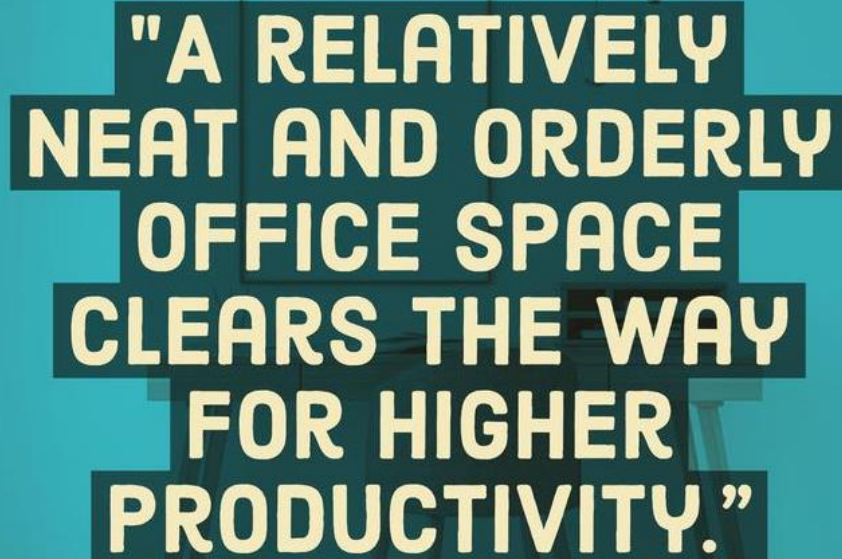


<https://www.youtube.com/watch?v=UEINicTxomo>





# View Decluttering as a Valuable Use of Time



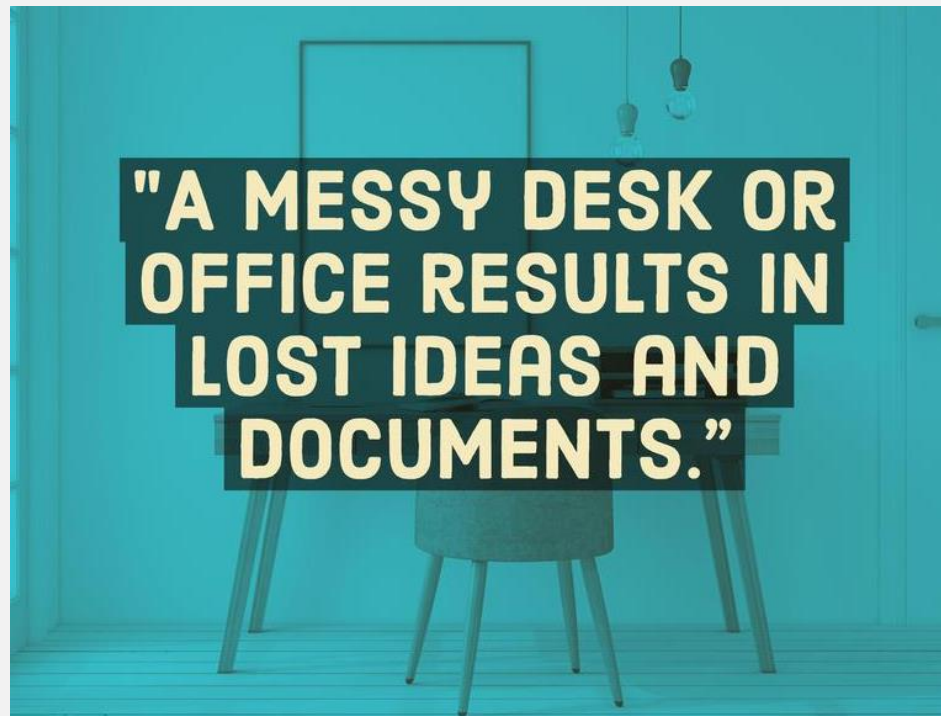
**"A RELATIVELY  
NEAT AND ORDERLY  
OFFICE SPACE  
CLEARS THE WAY  
FOR HIGHER  
PRODUCTIVITY."**

# Visualize Your Ideal



**"THINK ABOUT A PROJECT YOU  
WOULD LOVE TO WORK ON –  
KEEP THIS VISION IN MIND  
THROUGHOUT THE TIDYING  
PROCESS."**

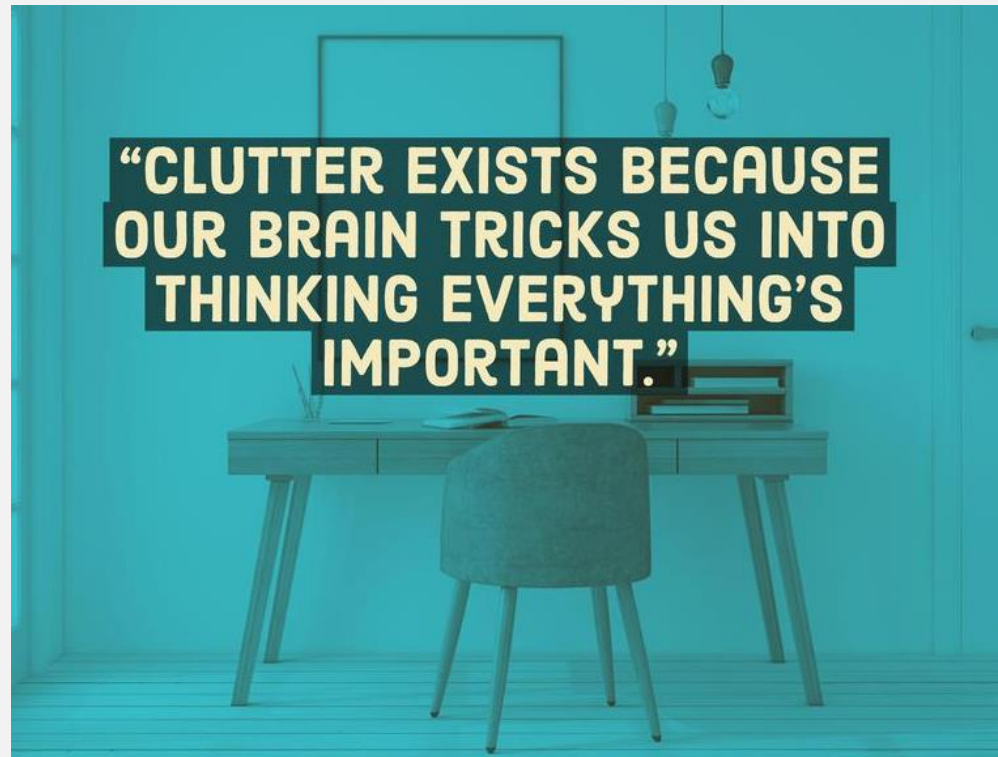
# Create a Clean, Open Workspace



# Take Back Control



# Reevaluate What You Own & Be Ruthless

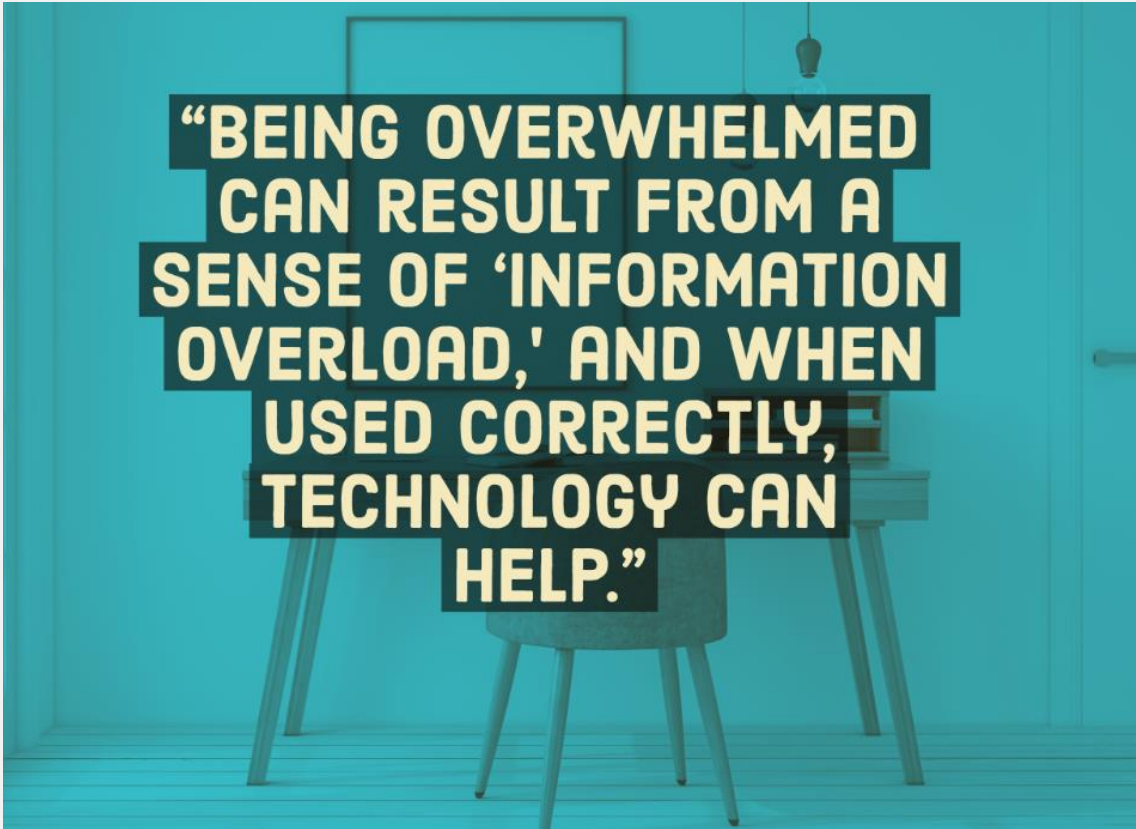




# Organize by Category

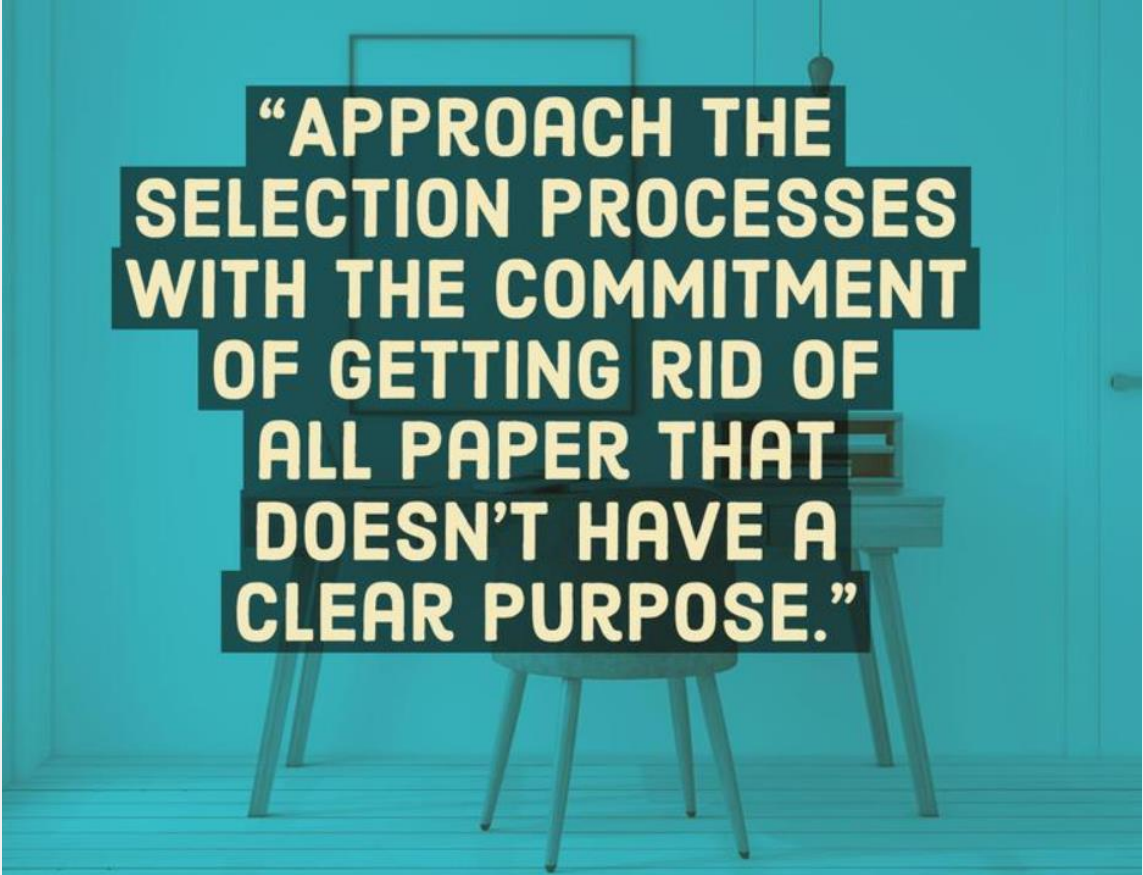


# Centralize & Digitize



**“BEING OVERWHELMED  
CAN RESULT FROM A  
SENSE OF ‘INFORMATION  
OVERLOAD,’ AND WHEN  
USED CORRECTLY,  
TECHNOLOGY CAN  
HELP.”**

# Organize Those Files



**“APPROACH THE  
SELECTION PROCESSES  
WITH THE COMMITMENT  
OF GETTING RID OF  
ALL PAPER THAT  
DOESN'T HAVE A  
CLEAR PURPOSE.”**

# Give It a Home at Work



- KONMARI -  
*The Categories*

Clothes

Books

Paper

Komono (Miscellaneous)

Sentimental

# - KONMARI -

## Books

- General (books you read for pleasure)
- Practical (references, cookbooks, etc)
- Visual (i)photograph collections, etc)
- Magazines

# - KONMARI -

## *Paper*

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Bills     | <input type="checkbox"/> Warranties       |
| <input type="checkbox"/> Receipts  | <input type="checkbox"/> Manuals          |
| <input type="checkbox"/> Coupons   | <input type="checkbox"/> Pay Slips        |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Used Chequebooks |
| <input type="checkbox"/> Notes     | <input type="checkbox"/> Study Materials  |
| <input type="checkbox"/> Taxes     | <input type="checkbox"/> Greeting Cards   |
| <input type="checkbox"/> Home      |   |
| <input type="checkbox"/> Car       |   |
| <input type="checkbox"/> Recipes   |   |

# - KONMARI -

## *Digital Clutter*

- Programs/Applications
- Media Files
- Web History
- Bookmarks
- Email
- Documents/Files
- Social Media
- Photos

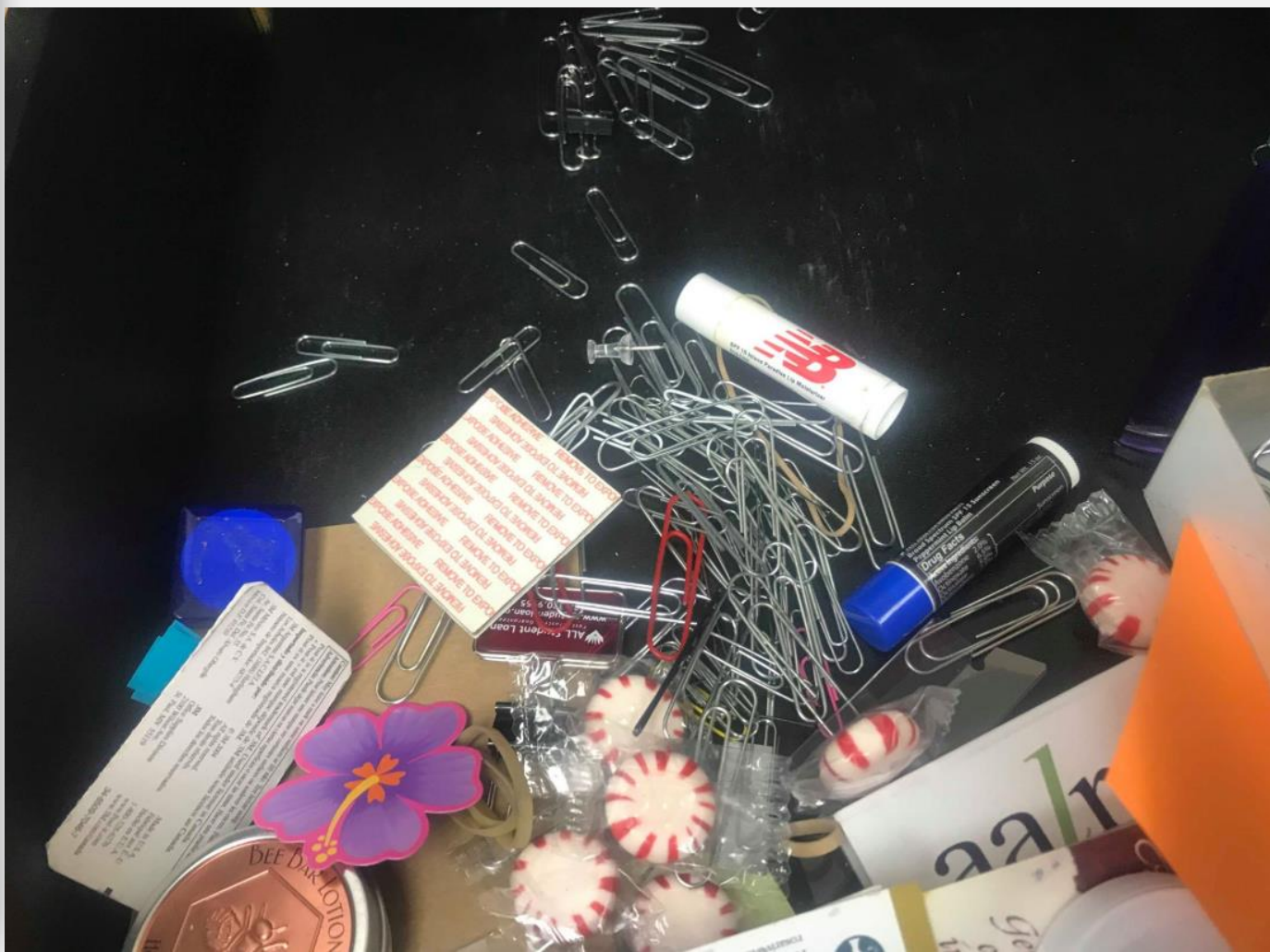
*"It's never too late to start" - Marie Kondo*



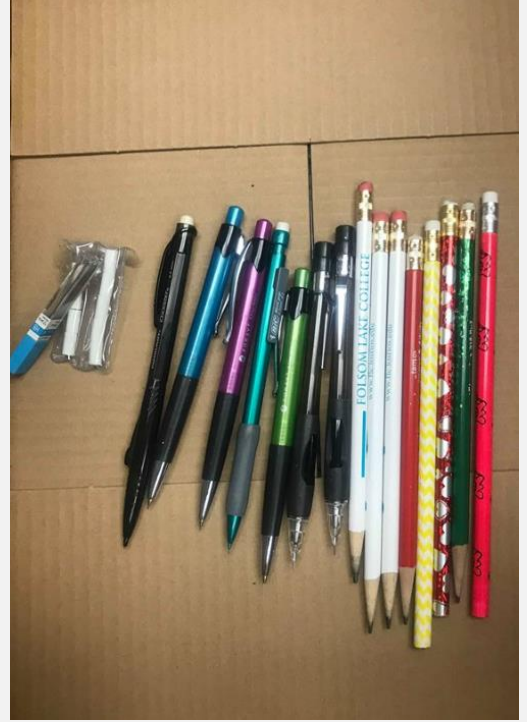










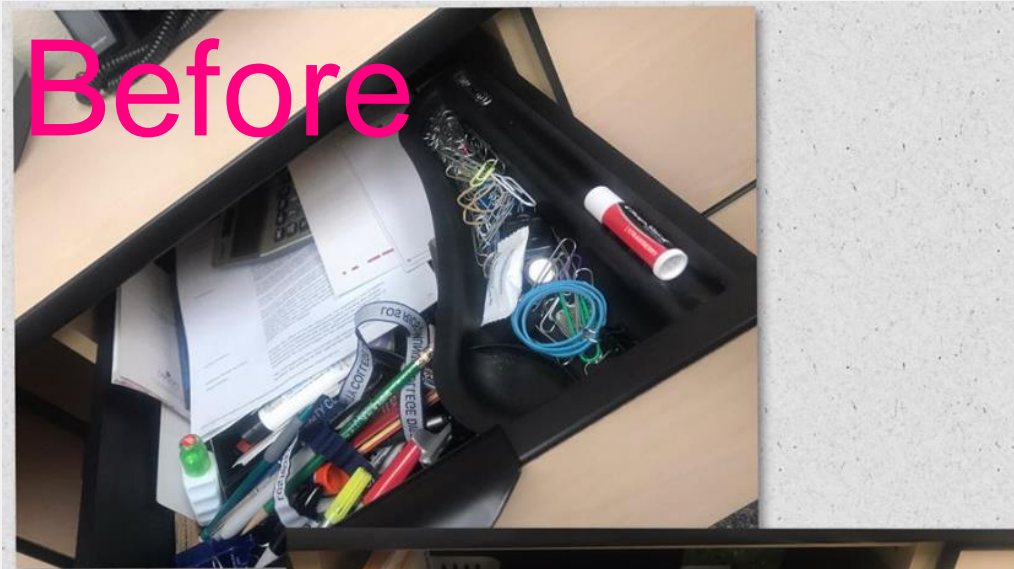








Before



After



# 6 Basic Rules of Tidying

1. Commit yourself to tidying up.
2. Imagine your ideal lifestyle.
3. Finish discarding first.
4. Tidy by category, not by location.
5. Follow the right order.
6. Ask yourself if it sparks JOY.

# Be Surrounded By Things You Love





Thank you for coming.

# Decluttering Checklist for the KonMari Method

Discard intensely and completely, following the exact order below and crossing off as you go. For more tips and organizational before & afters, visit [makinglemonadeblog.com](http://makinglemonadeblog.com)



## 1. Clothing

- Tops & Bottoms
- Dresses
- Pajamas
- Jackets
- Handbags
- Belts & Scarves
- Shoes & Boots
- Hats & Gloves
- Socks & Underwear
- Jewelry
- Costumes
- Athletic Clothes & Swimwear

## 2. Books

- Cookbooks
- General
- Kids
- Magazines
- Reference & Textbooks
- Phone Books



## 3. Papers

- Coupons & Receipts
- Taxes
- Files
- Warranties & Instruction Manuals
- Important Documents
- Bills
- Greeting Cards
- Wrapping paper
- Checkbooks
- Lecture Notes and Handouts
- Business Cards
- Recipes

## 4. Komono (Miscellany)

### General

- DVDs & CDs
- Video Games
- Cords & Remotes
- Craft Supplies
- Pet Supplies
- Coins

### Kids

- Toys & Bath Toys
- Outdoor Toys
- Sport Equipment
- Board Games & Puzzles

### Office

- Gift & Rewards cards
- Office Supplies
- Appliances & Computers

### Cleaning:

- Sponges, Scrubbers, Rags
- Cleaning Products
- Mops, Brooms, Vacuums
- Buckets & Rubber Gloves
- Pest Control
- Laundry & Ironing Supplies

### Kitchen

- Pantry & Spices
- Fridge
- Coffee/ Tea/ Alcohol
- Supplements & Vitamins
- Utensils
- Silverware
- Knives
- Trivets & Oven Mitts
- Pots, Pans & Baking Sheets
- Serving Ware
- Baking Accessories
- Dishware
- Stemware
- Cups & Mugs
- Travel Cups & Water Bottles
- Paper Supplies
- Dishtowels & Aprons
- Misc (straws, chip clips)
- Small Appliances
- Storage Containers
- Mixing Bowls, Steam Baskets
- Cutting Boards

### Décor

- Picture Frames
- Artwork & Mirrors
- Collections
- Furniture
- Lamps
- Candles
- Throw Pillows
- Throw Blankets
- Vases

### Garage

- Tools & Hardware
- Yard Maintenance
- Gardening Supplies
- Light Bulbs & Batteries
- Flashlights

### Bathroom

- Sheets
- Duvets & Blankets
- Towels & Washclothes
- Medicine
- Skincare & Shaving
- Makeup & Brushes
- Hair Supplies & Brushes
- Samples & Travel Sizes
- Oral Hygiene Items
- Soap & Body Wash
- Perfume
- Feminine Supplies

## 5. Sentimental Items



- Photos & Albums
- Personal Letters
- Journals & Diaries
- Heirlooms
- Memorabilia & Souvenirs
- Trophies
- Scrapbooks



# TIDYING MARATHON CATEGORY CHECKLIST

## 1ST: CLOTHES

- Tops | bottoms
- Shoes
- Dresses
- Jackets
- Socks | Stockings
- Bras | Underwear
- Seasonal wear
- Sleep | Loungewear
- Formalwear
- Outerwear
- Swimwear
- Activewear
- Jewelry
- Bags | Purses
- Hats | Belts
- Scarves

## 2ND: BOOKS

- General (adult | kids)
- Cooking
- Coffee table
- Reference
- Instructional
- Educational
- Magazines
- Other

## 3RD: PAPERS

- Clippings
- Course materials
- Seminar materials
- Warranties
- Manuals
- Used passbooks
- Insurance policies
- Credit card statements
- Tax documents
- Court paperwork
- Bill statements | Notices
- Certificates (eg. birth)
- Pet paperwork
- Greeting cards: sorted w/ sentimental if too many
- Business cards

## 4TH: MISCELLANEOUS "AKA KOMONO"

### ELECTRONICS

- Phones | Accessories
- Computers | Accessories
- Computer software
- Tablets | Accessories
- Printers | Accessories
- Cameras | Accessories
- Game consoles
- Electronic games
- Music: Players | CDs | Albums
- Electronic Instruments
- TVs : Sets | DVDs
- USB | Memory cards
- Cords | Chargers | Power strips
- Headphones | Earphones
- Empty electronic boxes
- Adaptors

### OFFICE SUPPLIES

- Writing: Pens | Pencils | Markers
- Drawing: Markers | Crayons
- Filing: Cabinet | Folder
- Labels | Label Maker
- Paper: Pads | Bulk | Post-its
- Mail: Boxes | Envelopes | Stamps
- Cards: Notecards | Postcards | Other
- Paper Punches
- Clips: Paper | Binder
- Binders + Planners
- Calendars
- Scissors
- Stapler | Staples
- Shredder
- Erasers | White out
- Rubber bands

### HEALTH & BEAUTY

- Shampoo | Conditioner
- Hair creams | Gels | Treatments
- Hair accessories: Pins | Clips | Bands
- Hair brushes | Combs
- Hair appliance: Dryer | Irons | Etc.
- Hot Rollers + other curlers
- Skin care: Face | Body
- Make up | make up bags + brushes
- Trimmers: Hair | Face | Other
- Nails: Clippers | Scissors | Files
- Medicine: Prescription | OTC
- Nail polish | Nail polish remover
- Perfume | Cologne
- Oils: Essential | Other
- Soap: Liquid | Bars
- Toilet Paper | Facial tissues
- Vitamins | Supplements
- First aid: creams | gels
- Bandages | wraps
- Canes | Walkers | Crutches
- Massage devices
- Shaving products
- Feminine products
- Other health & beauty

### MONEY

- Cash | Spare change
- Checks | Checkbooks
- Credit cards
- Foreign currency
- Wallets
- Rewards cards
- Coupons
- Passbook | Savings

### PETS

- Food | Treats
- Food bowls
- Collars | Harness | Leashes
- Toys | Towers
- Beds | Bedding
- Clean up: Bags | Scoops | Other
- First Aid | Medications
- Kennels | Gates | Crates

### TOOLS + UTILITY

- Hammers
- Saws | Miterbox
- Screwdrivers | Pliers
- Nails | Screws | Nuts | Bolts
- Wrenches | Socket sets
- Drills | Drill bits
- Sanding: Paper | Blocks | Electric
- Utility Knife

- Tape measures
- Power tools
- Levels
- Batteries
- Tape
- Paint + paint supplies
- Wall repair supplies
- Glues | Adhesives

- Keys + locks
- Light bulbs
- Batteries
- Lighters + matches
- Yard + Garden: Tools | Equipment
- Sporting goods items
- Camping supplies
- Emergency equipment



# TIDYING MARATHON CATEGORY CHECKLIST

## TOOLS FOR COOKING + BAKING

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Pots   Pans          | <input type="checkbox"/> Cooking: Tongs   Spatula   Masher  | <input type="checkbox"/> Wooden spoons   Ladels              | <input type="checkbox"/> Pastry bag + accessories  |
| <input type="checkbox"/> Colanders            | <input type="checkbox"/> Food processor                     | <input type="checkbox"/> Wisk                                | <input type="checkbox"/> Cookies: Cutters   Scoops |
| <input type="checkbox"/> Bowls: Mixing   Prep | <input type="checkbox"/> Blender                            | <input type="checkbox"/> Peelers                             | <input type="checkbox"/> Cooling racks             |
| <input type="checkbox"/> Ramekins             | <input type="checkbox"/> Measuring: Cups   Spoons           | <input type="checkbox"/> Pizza: Stone   Peel                 | <input type="checkbox"/> Thermometers              |
| <input type="checkbox"/> Cooking knives       | <input type="checkbox"/> Graters                            | <input type="checkbox"/> Baking: Pans   Tins   Sheets   Mats | <input type="checkbox"/> Cling wrap                |
| <input type="checkbox"/> Cooking shears       | <input type="checkbox"/> Press: Garlic   Juice              | <input type="checkbox"/> Rolling pins                        | <input type="checkbox"/> Parchment paper           |
| <input type="checkbox"/> Food scale           | <input type="checkbox"/> Fruit: Reamers   Pitters   Zesters | <input type="checkbox"/> Pastry blender                      | <input type="checkbox"/> Aluminium foil            |
| <input type="checkbox"/> Food processor       | <input type="checkbox"/> Spatulas: Multi - purpose   Icing  | <input type="checkbox"/> Pastry brush                        | <input type="checkbox"/> Other cooking + baking    |

## TOOLS FOR EATING

- Plates: Dinner | Salad | Serving
- Bowls: Soup | Cereal | Serving
- Drinkware: Glasses | Mugs
- Cutlery: Eating | Serving
- Chopsticks + rests
- Platters
- Pitchers
- Coasters

## FOOD + FOOD STORAGE

- Fruits + Vegetables
- Meats + Seafood
- Breads | Muffins | Tortillas
- Baking Powder | Baking Soda
- Grains: Rice | Quinoa | Oatmeal | Pasta
- Flours: White | Wheat | Specialty
- Sugar: White | Brown | Specialty
- Beverages: Coffee | Tea | Other

- Frozen foods
- Snacks: Sweets | Salty
- Herbs + Spices + Extracts
- Baking chocolate + candies
- Supplements | Powders
- Eggs | Dairy
- Condiments + Sauces
- Storage: Bags | Containers

## HOBBIES

- Art supplies
- Craft supplies
- Knitting
- Music
- Photography
- Gardening
- Outdoors
- Other hobby

## CLEANING

- Soap: Dish | Laundry
- Fabric softener
- Pre-treatments
- Starches
- Cleaners: Window | All-purpose
- Dish rags + scrubbies
- Floor: Vacuum | Brooms | Mops
- Paper towels

## LINENS

- Towels
- Washcloths
- Blankets
- Pillows: Bed | Decorative
- Table: Cloths | Runners | Placemats
- Napkins + Napkin Holders
- Toilet paper
- Facial tissue

## FURNITURE + HOME DECOR

- |  |  |
|--|--|
| <input type="checkbox"/> Sofas   Loveseats   Chaises | <input type="checkbox"/> Wardrobes         |
| <input type="checkbox"/> Sectionals                  | <input type="checkbox"/> Beds              |
| <input type="checkbox"/> Tables                      | <input type="checkbox"/> Rugs              |
| <input type="checkbox"/> Chairs                      | <input type="checkbox"/> Piano             |
| <input type="checkbox"/> Bookcases   Shelves         | <input type="checkbox"/> Art               |
| <input type="checkbox"/> Desks                       | <input type="checkbox"/> Candles + Holders |
| <input type="checkbox"/> Lamps                       | <input type="checkbox"/> Nick-knacks       |
| <input type="checkbox"/> Dressers                    | <input type="checkbox"/> Other decor       |

## TOYS

- |   |   |
|---|---|
| <input type="checkbox"/> Board games                            | <input type="checkbox"/> Bath toys                            |
| <input type="checkbox"/> Building toys: Legos   K'Nex   Etc.    | <input type="checkbox"/> Woodworking: Bench   Tools           |
| <input type="checkbox"/> Dolls: Clothes   Accessories           | <input type="checkbox"/> Art: Easels   Paint   Markers   Etc. |
| <input type="checkbox"/> Figures: Dinosaurs   Superhero   Etc.  | <input type="checkbox"/> Bicycles + Accessories               |
| <input type="checkbox"/> Costumes + Makeup                      | <input type="checkbox"/> Scooters + Accessories               |
| <input type="checkbox"/> Kitchen: Play set   Food   Accessories | <input type="checkbox"/> Cars + Trucks                        |
| <input type="checkbox"/> Sports: Balls   Bats   Etc.            | <input type="checkbox"/> Chalk: Indoor   Outdoor              |
| <input type="checkbox"/> Weapons   Shields                      | <input type="checkbox"/> Yard Games                           |

## LAST: SENTIMENTAL

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Awards       | <input type="checkbox"/> Childhood toys    |
| <input type="checkbox"/> Certificates | <input type="checkbox"/> Family Heirlooms  |
| <input type="checkbox"/> Diplomas     | <input type="checkbox"/> Photos            |
| <input type="checkbox"/> Yearbooks    | <input type="checkbox"/> Gifts             |
| <input type="checkbox"/> Artwork      | <input type="checkbox"/> Antiques          |
| <input type="checkbox"/> Letters      | <input type="checkbox"/> Religious items   |
| <input type="checkbox"/> Journals     | <input type="checkbox"/> Collectables      |
| <input type="checkbox"/> Scrapbooks   | <input type="checkbox"/> Other sentimental |