

TOOL 01 OF 08

# Space & Digital Declutter Checklist

A step-by-step guide to clearing both your physical environment and digital life — so you can think clearly and work without friction.

**How to use this checklist:** Work through each section in order. Tick items as you complete them. Anything that takes longer than 10 minutes goes in the *Schedule Later* box — don't let one task derail your whole session.

## Physical Space

### DESK & WORK AREA

#### IMMEDIATE ACTIONS

- ☐ Clear your desk surface completely  
*Remove everything, then only put back what you use daily*
- ☐ Throw away all rubbish & old papers  
*Papers older than 3 months that aren't important → trash*
- ☐ Return items to their correct place  
*Books on shelf, stationery in drawer, cables managed*
- ☐ Create one "active tasks" inbox tray  
*One spot for papers you're actively working on*
- ☐ Wipe down desk & clean your screen

### WARDROBE & PERSONAL SPACE

#### IMMEDIATE ACTIONS

- ☐ Remove everything not worn in 6+ months  
*Donate, sell, or discard — no "maybe" pile*
- ☐ Group clothes by category, not colour  
*Tops / Bottoms / Dresses / Outerwear / Gym*
- ☐ Clear nightstand of non-bedtime items
- ☐ Bathroom counter: essentials only  
*Daily products stay out — everything else in a drawer*

#### SCHEDULE LATER — PHYSICAL

Deep-clean storage areas \_\_\_\_\_

Sort through books & paperwork \_\_\_\_\_

Organise kitchen cabinets \_\_\_\_\_

Sentimental items / keepsakes \_\_\_\_\_

## Digital Space

### DESKTOP & FILES

#### IMMEDIATE ACTIONS

- ☐ Clear your desktop to zero files  
*Move everything to one folder called "To Sort" for now*
- ☐ Empty your Downloads folder  
*Delete what you don't need, file what you do*
- ☐ Create a simple folder structure  
*Work / Personal / Finance / Projects / Archive*
- ☐ Delete apps not used in 3 months

### EMAIL & PHONE

#### IMMEDIATE ACTIONS

- ☐ Unsubscribe from 10 email lists right now  
*Be ruthless — unsubscribe, don't just delete*
- ☐ Create 3 email folders: Action / Waiting / Archive
- ☐ Delete all apps not opened this month
- ☐ Organise home screen to 1 page of essentials  
*Everything else in folders on page 2*
- ☐ Turn off all non-essential push notifications  
*Keep: messages, calendar, bank. Remove: social, news*
- ☐ Clear camera roll — back up & delete duplicates

#### SCHEDULE LATER — DIGITAL

Full email inbox sort & archive \_\_\_\_\_

Organise cloud storage (Drive / iCloud) \_\_\_\_\_

Review & cancel subscriptions \_\_\_\_\_

Update passwords & security \_\_\_\_\_

TODAY'S PROGRESS  \_\_ / 19 complete