

7 Days of Decluttering

for **January 11-17th**

Ordinary & Happy

SUN	11	Put away the holiday decorations. Go through the decorations as you take them down and sort them into 1) keep, 2) donate, or 3) toss. When storing the decorations you're keeping, you can group the items by category (e.g., outdoor lights, table decor, Christmas tree ornaments) and label the storage boxes so that they're easier to find next year.	<input type="checkbox"/>
MON	12	Go through your holiday cards and keep only the meaningful ones. You can also digitize the cards you love or make a printed collage or album with your favorite ones. If there are cards you don't want to keep, you can repurpose the front of the cards for DIY bookmarks or gift tags. If there are any you want to store, you can use a large envelope or a memory box.	<input type="checkbox"/>
TUE	13	Toss old calendars. Recycle your wall and desk calendars from the previous years. Before you do that, you can scan or photograph important entries (if there are any).	<input type="checkbox"/>
WED	14	Go through magazines, leaflets, and mail received over the holidays. Recycle flyers, magazines, and catalogs you may have gotten over the holidays (and in general). Go through your mail and sort into 1) recycle, 2) follow-up, and 3) file. If there are any important things to file, use binders to keep everything organized. For ones to follow up on, use a small tray to keep them all together and work on them when you have time.	<input type="checkbox"/>
THU	15	Review your subscriptions. Review your statements and see if there are any subscriptions you forgot about or no longer need. Cancel the ones you no longer want or need. You could also check if there are better alternatives for the ones you need.	<input type="checkbox"/>
FRI	16	Set a timer for 15 minutes and catch up on previous tasks. Choose one small task you're behind on. Set a timer for 15 minutes and stop as soon as the timer ends. You can play some music or have a TV show in the background if that helps you stay focused on the task.	<input type="checkbox"/>
SAT	17	Scan old paperwork like bills and statements (then shred if appropriate). Scan old paperwork using a phone app or a scanner. Make sure to also back up the digital files to an external drive (or cloud storage). If you're sure the digital copies are sufficient and you don't need the physical documents, you could shred them.	<input type="checkbox"/>