

De-clutter Your Life

Many people hang onto things that they do not really need. What types of objects have you acquired over the years that you no longer need?

List objects at home or work that you could easily give or throw away. (You can toss these, sell them, or give these items to a charitable cause.)

Think about the following questions in deciding what to dispose of:

- Do I need this item?
- Will I miss it if I don't have it? How much?
- Have I used it in the last year?
- Will I need it next year?

Item	Why I Keep It	Why I Think I Can Toss It or Give It Away

From the list above, what adds to the clutter in your life?

My Master To-Do List

Do you keep a master to-do list of tasks that need to be accomplished for the week? If not, now is the time to begin doing so. In the spaces that follow, list the things you need to do at home and at work, and set a date for it to be completed.

Home

Need to do at home	Completion Date

Work

Need to do at work	Completion Date

