



Home/Work/Financial **ORGANIZER**

OVERVIEW:

Clutter can feel like it builds up quickly, bringing disorder to all areas of your life. But with a little effort, you can organize it all for a healthier you.

***Stop feeling scattered, and start feeling empowered.
Download your free organizational checklist today!***

WHAT'S INCLUDED:

- **Organizational Checklist**
A list of tasks to help you declutter the different areas of your life

Home/Work/Financial ORGANIZER

HOME

- Declutter
 - KonMari Method: Ask yourself if each item “sparks joy” (donate/recycle/discard)
 - Invest in storage solutions (e.g., baskets, shelves, pegboards)
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TIME

- Utilize calendars and time-tracking apps (e.g., Todoist, phone calendar)
 - Allocate specific time slots for dedicated tasks
 - Use the Pomodoro Technique, working in short bursts with breaks in between
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WORK AND WORKSPACE

- Declutter digitally
 - Delete unused apps
 - Unsubscribe from unwanted emails
 - Create a distraction-free workspace
- Invest in organizers and cable-management tools
- Add plants and other calming decor
- Set clear lines between work and personal life
- If working from home, designate separate work and relaxation areas

FINANCES

- Gather bank statements, bills, etc.
- Use a digital tool to create a budget and track your income and spending
- Set up automatic bill payments and savings contributions
- Cut unnecessary subscriptions and memberships

REMEMBER:
Organization is an ongoing journey. It's about progress, not perfection!