

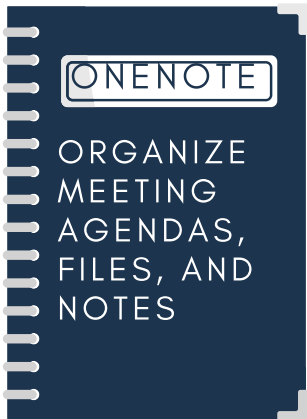
DESKTOP DECLUTTER CHALLENGE



- SET ASIDE 20 MINUTES TO CLEAN UP YOUR DESKTOP
- FOCUS ON QUICKLY ORGANIZING YOUR FILES INTO CURRENT PROJECTS AND NEED TO BE FILED
- YOU ARE NOT BUILDING THE SYSTEM YET. SIMPLY SEE WHAT YOU HAVE AND SEPARATE THEM INTO WHAT YOU ARE CURRENTLY USING AND WHAT YOU NEED TO FILE AWAY OR ARCHIVE
- DELETE ANY SHORTCUTS ON YOUR DESKTOP THAT YOU DO NOT USE
- SET UP A ZEN OR MOTIVATIONAL WALLPAPER ON YOUR DESKTOP. I USE CANVA, BUT MAKE SURE IT IS SOMETHING YOU ENJOY
- PIN YOUR MOST USED TOOLS TO YOUR TASKBAR



ONENOTE DECLUTTER CHALLENGE



- SET ASIDE 60 MINUTES TO ARCHIVE AND ORGANIZE ONENOTE MINUTES, AGENDAS, TRAVEL ITINERARIES, AND FILES
- ARCHIVE MEETING MINUTES AND FILES IN ONENOTE
- SET UP 90-DAY PREVIEW FOR STAFF MEETINGS AND OTHER MAJOR MEETINGS
- CLEAN UP BRAIN DUMP SECTION
- CLOSE NOTEBOOKS NO LONGER IN USE
- RE-NAME & RE-ORDER NOTEBOOKS AS NEEDED



FILES & FOLDERS DECLUTTER CHALLENGE



- SET ASIDE 45 MINUTES TO SET UP FILES AND FOLDERS ON YOUR COMPUTER
- DECIDE ON A FILING TREE SYSTEM - START WITH YOUR TOP 5 BUCKETS
- MAP YOUR CLOUD-BASED DRIVES TO YOUR COMPUTER
- DECIDE ON NAMING CONVENTIONS FOR YOUR FILES
- CREATE A RECEIPTS FOLDER TO ORGANIZE RECEIPTS AND SAVE THEM BY VENDOR NAME AND AMOUNT
- CLEAR OUT YOUR DOWNLOADS FOLDER. SORT BY DATE THEN DELETE OR SAVE TO FOLDERS



EMAIL DECLUTTER CHALLENGE - PT 1

- SET ASIDE 30 MINUTES TO DECLUTTER DRAFT EMAILS
- DELETE EMAILS FROM JUNK/SPAM FOLDER
- REVIEW RULES, QUICK STEPS, AND FILTERS - MODIFY AND UPDATE AS NEEDED
- MARK FILES AS READ
- REVIEW AND UPDATE CATEGORIES OR LABELS



EMAIL FOLDER DECLUTTER CHALLENGE

- SET ASIDE 30 MINUTES TO CLEAN UP YOUR EMAIL FOLDERS
- REVIEW AND SIMPLIFY EMAIL FOLDERS AND BE RUTHLESS ABOUT WHAT STAYS AND WHAT GOES
- DON'T LET YOUR INBOX BECOME A FILING SYSTEM OR TASK LIST!
- IF YOU ARE KEEPING EMAILS WITH ATTACHMENTS - SAVE THE ATTACHMENTS AND DELETE OR ARCHIVE THE EMAIL
- SET UP SEARCH FOLDERS FOR YOUR MOST SEARCHED FOR EMAILS
- SIMPLIFY. SIMPLIFY. SIMPLIFY.



EMAIL DECLUTTER CHALLENGE - PART 3

- SET ASIDE 60 MINUTES TO ORGANIZE YOUR INBOX
- CHANGE UP YOUR VIEW TO DECLUTTER YOUR INBOX ...
FROM | SUBJECT | DATE
- VIEW BY TYPE (INSTEAD OF BY DATE) TO QUICKLY SEE
SIMILAR EMAILS IN BATCHES AND DEAL WITH THEM EASILY
- USE THE CLEAN-UP FOLDER FUNCTION IN OUTLOOK TO
DELETE REDUNDANT MESSAGES
- IF YOU NEED THAN 60 MINUTES TO DECLUTTER YOUR INBOX
- SCHEDULE TIME TO GET YOUR INBOX ORGANIZED AND
UNDER CONTROL



NEWSLETTER DECLUTTER CHALLENGE

- SET ASIDE 30 MINUTES TO UNSUBSCRIBE TO EMAIL LISTS AND NEWSLETTERS
- **PRO-TIP** - SEARCH "UNSUBSCRIBE" IN YOUR INBOX TO QUICKLY FIND NEWSLETTERS AND EMAIL LISTS
- UNSUBSCRIBE TO LINKEDIN AND FACEBOOK GROUPS THAT ARE NOT ACTIVELY PARTICIPATING IN
- CREATE A RULE OR FILTER FOR NEWSLETTERS THAT YOU WOULD LIKE TO STOP CLUTTERING YOUR INBOX

Unsubscribe to email lists,
groups, & newsletters

