



Tips to help you declutter

- ✓ Make a list for tomorrow, or Monday. That way your mind will be free to relax and make space for new thoughts;
- ✓ Remember that the longer you put things off, the bigger the resistance to do the task will become and the more difficult it will be to make a start;
- ✓ Be ruthless: if you cannot think of where to put a file/document, maybe you do not really need it!
- ✓ Make time once a week (i.e. Friday afternoon) to do the filing. That way you avoid huge accumulation of papers & dust and Monday you'll be faced with a clean desk;
- ✓ Your keyboard is a receptacle of dirt and bugs. Give it a good, gentle clean every so often.