

Declutter planner

February 2023

MON	TUES	WEDS	THURS	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

notes _____

March 2023

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Physical decluttering

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
KITCHEN	Tinned food, packets and bottles	Junk Drawer, cutlery, utensils	Pots, Pans, storage and lids	Chipped mugs, plates, glasses	Dish Towels, sponges, oven gloves
	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10
CLOTHES	Shoes and seasonal accessories	Organize Nightstand/ chest drawers	Old Socks, tights, bras and underwear	T-Shirts and tops	Jeans and trousers
	DAY 11	DAY 12	DAY 13	DAY 14	DAY 15
LIVING ROOM	Worn-out throws/ pillows	Seasonal or unmatching decor items	Remotes, electronics, dvds, cds	Old/ broken Kids' toys	Books, paperwork, receipts
	DAY 16	DAY 17	DAY 18	DAY 19	DAY 20
BATH ROOM	Old, worn-out towels and washcloths	Old medicines, soaps, shampoos	Makeup/ varnish that you no longer wear	Expired beauty products	Old hairbrushes/ combs/ toothbrushes
	DAY 21	DAY 22	DAY 23	DAY 24	DAY 25
OFFICE	Receipts and paperwork	Pens and markers	Mystery cords & cables	Expired coupons	Outdated technology / software
	DAY 26	DAY 27	DAY 28	DAY 29	DAY 30
GARAGE	Any garden or home rubbish	Old paint, brushes and roller trays	Damaged tools & equipment	Empty broken boxes	Excessive rags, blankets, sheets



Weekly Planner- current

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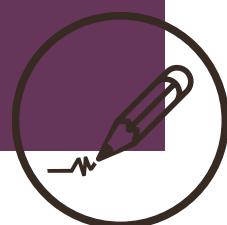


Your ideal weekly plan

Once you have completed the planner you can clearly see where you spend your time. Now we need to look at the rest of the tasks that you are spending your time on. List here, the tasks that are causing you mental overload or that you hate doing:

Now we are going to look at a solution for each, either to eliminate, delegate or minimise. This may mean you need to put some boundaries with family or friends, or alter your mindset around certain jobs or tasks. Remember my suggestion to not punish yourself for forgetting something but work to find a new way to get it done in your schedule eg a post it note in the kitchen to remind you that the washing machine is on. List below which ones you need to change, eliminate or delegate:

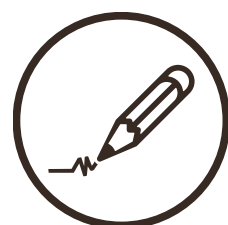
ACTIVITY	IS IT A GOOD USE OF TIME?		WHAT TO DO NEXT		NOTES
	<input type="checkbox"/>	YES	<input type="checkbox"/>	CHANGE	
	<input type="checkbox"/>	NO	<input type="checkbox"/>	ELIMINATE	
	<input type="checkbox"/>		<input type="checkbox"/>	DELEGATE	
	<input type="checkbox"/>	YES	<input type="checkbox"/>	CHANGE	
	<input type="checkbox"/>	NO	<input type="checkbox"/>	ELIMINATE	
	<input type="checkbox"/>		<input type="checkbox"/>	DELEGATE	
	<input type="checkbox"/>	YES	<input type="checkbox"/>	CHANGE	
	<input type="checkbox"/>	NO	<input type="checkbox"/>	ELIMINATE	
	<input type="checkbox"/>		<input type="checkbox"/>	DELEGATE	
	<input type="checkbox"/>	YES	<input type="checkbox"/>	CHANGE	
	<input type="checkbox"/>	NO	<input type="checkbox"/>	ELIMINATE	
	<input type="checkbox"/>		<input type="checkbox"/>	DELEGATE	



Your ideal weekly plan

Lastly now we have (hopefully) gained some time back, think about doing something you enjoy, or that sparks joy within you. This may simply be a walk, lunch with a friend, a meditation, a film or an exercise class. List the things you enjoy doing here:

Your schedule should have your (sometimes boring) non-negotiables, but it should also have things that you absolutely love doing and that you look forward to each week. Here you can also make a note of anything more long-term you would like to achieve- a course, learn an instrument, launch a business etc. It is great to have some long-term goals in your schedule as well.



Weekly Planner- ideal

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