

Declutter Your Life

General

- Start today. Don't procrastinate.
- Sort things into piles of wanted and unwanted.
- Bin anything that cannot be sold or recycled.

At home

- Sort through clothes and throw out any you no longer wear.
- Invest in some storage. Visit your local hardware or DIY store for ideas.
- For large items ask your local council to take them away.
- Clear out old toys and books that are no longer being used.
- Create a filing system for all those bills etc. Destroy old bills that you no longer need - don't put them directly in the rubbish.

In the office

- Have an office clear out day. Rent a couple of skips and get everyone to have a clear out.
- Sort through files and weed out old papers. Archive or bin them.
- Introduce a clear desk and floor policy.
- Have recycling bins for paper and drinks cans.
- Use a shredder for sensitive papers.

Keeping things clear

- Make a habit of putting things away and get others to do the same.
- Do tidying jobs as you go along so that they don't build up.
- Open post and deal with it as it comes in.

Reduce, Reuse & Recycle

- Get to know where your local recycling facilities are and use them on a weekly basis.
- Local council recycling facilities should include at least:- paper, plastic, tins, shoes, cardboard, clothes and fabric, engine oil, printer cartridges. Check them out.
- Use local charity shops
- Go to car boot sales
- Advertise items in the local newspaper or send items to auction.
- Recycle kitchen and garden waste in a compost heap or wormery.
- Take old mobile phones back to the supplier.

Don't become a slave to keeping things clear. Remember to keep things in proportion.

