

Decluttering Checklist

Office

Extra cardboard boxes	
Extra mailing envelopes	
Bubble wrap	
School supplies not needed	
Dried pens	
Pencil stubs or pencils without erasers	
Tax documents over 3 years (some exceptions...make sure to check)	
Last year's Christmas cards (update your address book, then toss them)	
Old invitations and/or cards	
Phone books	
Expired insurance papers	
Bill stubs that have been paid and cleared	
Old phones (recycle or sell them)	
Superfluous cords	
What can you scan and digitize?	
Loyalty cards (9 times out of 10 all you need is your phone number)	
Manuals (after you've checked to make sure it is online)	
Folders, binders, dividers, etc.	
Binder clips	

Craft Room

Supplies for the projects you will never do	
Dried paints/markers	
Broken items	
Scraps of material/yarn/paper	
Dried glue	
Vases from floral deliveries	
Dried flowers	
Stickers, stamps, etc.	