

10 THINGS TO

# Declutter

IN 15 MINUTES

- Clean out the top drawer of your desk
- Take anything to the trash or recycle bin that needs to go
- Empty your computers recycle bin
- Empty your email spam and trash folders
- Clear out browser extensions you don't use anymore
- Delete old contacts from your phone contacts list
- Clear message histories from your phone and voicemail
- Update your phone apps and delete those you haven't used in the last month
- Organize your apps into folders on your phone or tablet
- Turn off any phone notifications you don't really need