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INSANELY EASY

areas to declutter

in your *Office*

Desk Drawer (Work Center Zone)

- ✓ Remove all contents
- ✓ Wipe out the drawer
- ✓ Install organizers
- ✓ Group like with like
- ✓ Put groups back into the drawer



Reference Zone

- ✓ Collect all your Journals, Planners & Workbooks
- ✓ Place groups in storage container
- ✓ Group like items (Planners w/ Planners etc.)
- ✓ Add Label for ease of use



Printing Zone



- ✓ Collect
- Printer
 - Ink for printer
 - Printer paper
 - Cardstock



- ✓ Place
printer+supplies
on printer cart or
inside of a
storage cabinet
to house these
supplies
together