

CHECKLIST

**Your Life Organization Checklist: Steps to More Clarity and Focus**

- ☐ Fix your mindset and commit to positive change
- ☐ Create backups of important documents in clearly named digital folders
- ☐ Regularly check and declutter your stored items
- ☐ Start maintaining daily to-do lists (digital or physical)
- ☐ Unsubscribe from promotional emails and block unnecessary messages
- ☐ Check expiry dates on food, medicine, and other perishable items
- ☐ Save all your passwords in both online and offline formats
- ☐ Keep your daily-used spaces (bed, desk, dining area) clean
- ☐ Track your income and expenses using a budgeting app or spreadsheet
- ☐ Participate in group cleaning or organizing tasks (home or work)
- ☐ Keep your kitchen clean and organize items for easy access
- ☐ Avoid hoarding — donate or sell unused items before buying new ones