

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

Checklist

- ☐ I have made a commitment to de-junking my business and making sure it stays organized and uncluttered
- ☐ I understand the difference between basic types of business structures
- ☐ I have checked to ensure my business doesn't need to be switched to a different structure
- ☐ I have a dedicated office space in my home
 - ☐ Yes
 - ☐ Not yet
- ☐ I have analyzed my space to make sure it is still the best spot in the house for my office
- ☐ I have determined that all my equipment is still relevant and working
- ☐ I have analyzed my office area and removed unnecessary items that were not contributing to my efficiency or well-being
- ☐ I have thought about what piece of office equipment or other office items I am always wishing I had and I have:
 - ☐ Purchased it
 - ☐ Made a plan to acquire it
- ☐ I have de-cluttered my office space by:
 - ☐ Donating unwanted items
 - ☐ Re-assigning unwanted items to different areas of the house where they will actually work
 - ☐ Throwing out anything that is broken or unnecessary
 - ☐ Other _____
- ☐ I have made sure I am not discarding or donating any priceless antiques
- ☐ I have sold any item I don't want that happens to be valuable
- ☐ I have re-evaluated my office storage solutions and decided:
 - ☐ They still work for me
 - ☐ They are outdated, hard to use or broken, and I need to change them
 - ☐ They are inadequate, and I need to supplement them with more storage
- ☐ I have purchased new storage units as needed

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

- ☐ I have disposed of superfluous storage items or units
- ☐ I have repeated the analyze-and-purge process with other rooms in my house
- ☐ I have rewarded myself after each room is completed
- ☐ I have decided what item or items would make my office space more relaxing or energizing (according to which motivation I need)
 - ☐ I need a _____
- ☐ I have determined:
 - ☐ What drains me the most, energy-wise
 - ☐ What makes me procrastinate and stop working_____
- ☐ Is the obstacle physical? Is it something intangible like distraction?

- ☐ I have stopped to really analyze my personality and patterns, as well as my habits, determining:
 - ☐ Who I am
 - ☐ How I work
 - ☐ How I like to learn
 - ☐ What motivates me the most
 - ☐ What makes me feel alive and totally in my zone
 - ☐ What feels satisfying
 - ☐ What feels like a reward
- ☐ I am focusing on the positives; not on my weaknesses
- ☐ I have identified my inner secret saboteur and banished it
- ☐ I am putting on the armor of my inner warrior and stepping forth with action
- ☐ I have followed the process for de-cluttering my workload: Namely...
 - ☐ Making a list of all the tasks I do in a day.
 - ☐ Print out or making **two copies**.
 - ☐ Picking up a thick highlighter in a bright, cheerful color and on the first list, **highlighting all the tasks I love doing**.
 - ☐ Picking up a highlighter in a different color on the second list and **highlighting all the tasks that:**

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

- ☐ Drain me
- ☐ Bore me to death
- ☐ Intimidate me
- ☐ I hate doing
- ☐ I have taken the second list and applied one or more of the following to the tasks or responsibilities on it:
 - ☐ Evaluation
 - ☐ Elimination
 - ☐ Delegation
 - ☐ Outsourcing
 - ☐ Other _____
- ☐ I have considered each task and asked myself the following questions:
 - ☐ Will my business or personal life suffer if I just drop this task?
 - ☐ Who can I get to take over this task?
 - ☐ Can I afford to outsource this task to an expert who can do it more quickly and efficiently than I can? Will the time saved compensate for what I'm paying out, in terms of return on investment?
 - ☐ Can I afford **not** to outsource it?
 - ☐ What is it about this task that makes it so dreary or unnerving for me? Do I need to set time aside to learn how to do it properly? Is it outside my area of interest? Does it feel like I'm wasting time? Does it cause procrastination or distraction?
- ☐ I am applying my favorite learning methods to all these exercises, using tools that fit them such as mind-mapping software or highlighters or audio dictation
- ☐ I have created new routines or patterns that work better for my energy and preference flow
- ☐ I have rewarded myself for de-cluttering my workload
- ☐ I have de-cluttered:
 - ☐ My most important inbox
 - ☐ All my inboxes!
- ☐ I have de-cluttered it/them using one of the following methods:
 - ☐ Complete delete (making sure I check for important emails first)

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

- ☐ Setting filters in my email Search box
- ☐ Using a third-party service such as Mailstrom
- ☐ I have scheduled or made time to learn how to properly use tools that can help me keep my business uncluttered
- ☐ I have made sure that I:
 - ☐ Am allowing enough time to properly learn that application, software program or method
 - ☐ Really do need to learn it myself in order to enhance my money-making skills
- ☐ I have investigated and explored local or online courses, in order to learn what I need to learn.
- ☐ I have signed up for the course of my choice
- ☐ I am sourcing and using packages and templates to help shorten and streamline my business process
- ☐ I am interested in using apps and other tools and resources to help streamline and un-complicate my business

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

- ☐ I am using productivity tools such as:
 - ☐ Schedulers
 - ☐ Organizers
 - ☐ Alarms
 - ☐ Mind-mapping software
 - ☐ WordPress plugins
 - ☐ Content accelerators
 - ☐ Project management suites or software
 - ☐ “Help” desks
 - ☐ Other _____
- ☐ When considering new apps, tools, courses or resources, I am first asking myself the question:
 - ☐ “Will this _____ simplify my life?”
- ☐ I have uncluttered my computer and got it under control by:
 - ☐ Uninstalling programs I haven’t used in months or no longer need
 - ☐ Analyzing my folder filing system and simplifying/adjusting it
 - ☐ Installing a central password manager like RoboForm or LastPass
 - ☐ Investing in a cloud-based back up system like Dropbox or Carbonite to ensure all files are retrievable, should I ever lose your computer
 - ☐ Setting up hard drive maintenance routines at regular intervals
 - ☐ Freed up space
 - ☐ Zipped and archived files I need to keep but don’t access often
 - ☐ Other _____
- ☐ I have stopped the habit of saving files and folders to my desktop. I understand that if I lose my computer, folders on the desktop are not usually retrievable
- ☐ I am using mind-mapping software or other planning tools in advance to help me organize my files and folders, if I have many
- ☐ I am getting rid of toxic relationships that make me feel drained, used, belittled or depressed
- ☐ I am taking care to speak up and validate my own needs—not wait for others to approve

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

- ☐ I am making a commitment to nurture relationships that energize, encourage and revive me—and I am taking care to reciprocate
- ☐ I am committed to being kind but assertive. If I need to sign up for an assertiveness training course, I will do so
- ☐ I will no longer allow friends or family members to:
 - ☐ Speak to me disrespectfully
 - ☐ Disrespect my possessions
 - ☐ Disrespect my time
- ☐ I am practicing consistent, healthy self-care
- ☐ I understand that modeling healthy self-care to my children will provide a deeply important example to them
- ☐ I am striking a health balance between assertive self-care, a good work ethic and nurturing traits
- ☐ I have analyzed my business goals and adjusted my business plan to consider the growth I wish to achieve

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

- ☐ I have determined:
 - ☐ What tasks I can do myself
 - ☐ What I need to delegate or outsource
 - ☐ How many hours I can realistically devote to practicing my own money-making skills
 - ☐ How many outsource contractors I need
 - ☐ Whether or not I can afford them right now
 - ☐ How I can start
- ☐ If I am hiring more than one or two team members, I will also consider adding a Project Manager
 - ☐ Right away
 - ☐ Now, in _____ days/weeks/months/years
- ☐ I have analyzed and determined a realistic time frame for de-junking my business
- ☐ I am breaking my de-junking activities and actions down into bite-sized time sections
- ☐ I have pinpointed whether or not it would be better for my personality to start by tackling the most difficult de-junking task first... or the easiest
- ☐ I have taken into account my habits, weaknesses and strengths when making my de-cluttering plan
- ☐ I have a specific schedule for both de-cluttering and maintenance
- ☐ I have created a Company Manual as a key to my business, should anything happen to me; and as a reference for myself and my contractors
- ☐ I am ready to step into the company of the élite and run a hassle-free, streamlined and efficient business!