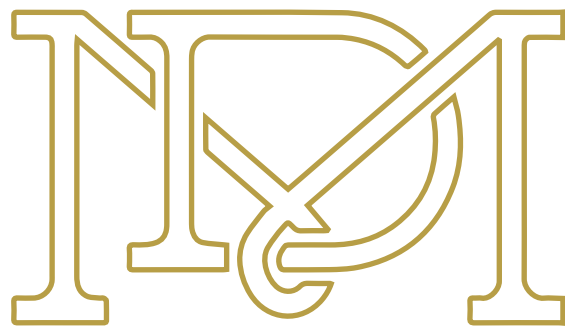




Spring Cleaning Checklist



MELANIE DUNCAN

Your Virtual Office

☐ DO A DIGITAL DETOX:

- **Facebook Groups.** Which ones are you getting value from? Which ones are you not even engaging with?
- **Facebook Pages.** Which ones do you get excited to see in your newsfeeds? Which ones do you hate seeing in your newsfeed?
- **Facebook Following.** Who do you see being a positive influence in your life? Who do you not really care to have in your private circle anymore?
- **Twitter Following.** Who has given you tons of great content or value? Who is just posting junk and unhelpful advice?
- **Instagram Following.** Whose photos bring you joy? Whose photos are not resonating with you?
- **Pinterest Following.** Which boards or pinners bring you inspiration or strategies? Which boards do not give you anything relevant?

☐ GET YOUR INBOX TO ZERO:

- [Review Inbox Zero videos](#)



☐ **CLEAN UP YOUR DESKTOP:**

- Here's a great course that my Editorial Director implemented that helps keep her organized personally and professionally. It's called Get Stuff Done Like a Boss (pretty great title, right?)

☐ **UNSUBSCRIBE FROM POINTLESS NEWSLETTERS:**

- Sign up for Unroll.me. It will help you sort through the newsletter madness and clear out distractions. It will start working the next day as it starts to comb in future newsletters.

☐ **CANCEL ACCOUNTS FOR SERVICES OR SOFTWARE THAT YOU DON'T USE ANYMORE:**

- Review every Paypal, credit card and bank statement for recurring payments. Create a canned response email response to just copy and paste saying you would like to end your services with them.

☐ **BACK UP YOUR COMPUTER:**

- Choose a storage option for your files. Take a day to upload everything.
 - ▶ Hard Drive - amazon affiliate for WD Passport External hard drive
 - ▶ Online Computer Backup

☐ ORGANIZE YOUR PASSWORDS:

- Sign up for LastPass
- Program all your personal and business passwords. Think of membership, project management systems, banks, social media accounts.

At Home/ On Office

☐ ORGANIZE YOUR DESK AND DRAWERS:

- Create 3 piles - Keep, Scan, Trash. Go through all drawers and place in the 3 areas. What you put in Keep, needs to have a new "home" spot. Look into getting drawer organizers or other boxes to store. What you put in Scan, put it through the scanner and place into your external storage choice. What you put in Trash, well, throw it out!

☐ ORGANIZE YOUR CORDS:

- Decide on a cable box or zip ties to get rid of all that ugly cord clutter.

☐ DISINFECT AND CLEAN YOUR SCREEN AND YOUR KEYBOARD:

- Here's a microfiber cloth for both! ([amazon affiliate link](#))



☐ **KEEP CHARGERS NEAT:**

- Look into getting a charging station for all your gadgets! ([amazon affiliate link](#))

Beautify Your Space

☐ **BUY YOURSELF SOME PRETTY ORGANIZATION PIECES:**

- Tray for Collecting Odds and Ends
- Pencil Holder
- Desktop Calendar

☐ **DECK THE WALLS:**

- Watch this Periscope of how I use my mood boards in my office.
- Review options to bring some inspiration into your office.

☐ **ADD A SCENTED CANDLE:**

- Diptyque Baies
- Jo Malone Orange Blossom
- Nest Birchwood Pine



□ BRING IN FLOWERS:

- I recently discovered Bouqs, which allows you to create your own subscription and receive farm-fresh flowers as often as you'd like.
- There's also FarmGirl Flowers, which send a surprise specific arrangement every week!

□ ORGANIZE YOUR BOOKS INTO A COLORFUL RAINBOW:

- Create a rainbow or ombre with your books.

□ UPGRADE YOUR TOOLS:

- Check out these supplies from the Kate Spade Collection.

