Office: The spaces that run the show: your Work Zone, Office Supplies, Paperwork & Files, and Command Center/Calendar area.

WEEK 1: DECLUTTER THE WORK ZONE (DESKTOP AREA)

Day 1: Clear everything off your desktop — full sweep!
Day 2: Toss trash, broken items, and mystery cords.
Day 3: Sort pens, notebooks, tools, and gadgets. Eliminate duplicates.
Day 4: Review tech: chargers, earbuds, cables. Keep only what works and what you actually use.
Day 5: Declutter sticky notes, receipts, and random scraps.
Day 6: Purge digital clutter on your desktop (files, screenshots, downloads).
Day 7: Wipe down the surface, screen, keyboard — reset it fresh.

WEEK 2: DECLUTTER OFFICE SUPPLIES

Day 8: Pull out all supplies from drawers, bins, and baskets.
Day 9: Toss dried-out markers, used-up notepads, and non-functional items.
Day 10: Group items by category: writing, mailing, tech tools, etc.
Day 11: Get rid of excess — how many staplers do you really need?
Day 12: Check for “wishful supplies” you never use and donate them.
Day 13: Declutter any shipping/packaging materials or printer supplies.
Day 14: Take stock of what actually gets used and recycle the rest.

WEEK 3: DECLUTTER PAPERWORK + COMMAND CENTER

Day 15: Gather all papers into one space. Every pile. Every drawer.
Day 16: Do a fast sort: trash, shred, file, to-do.
Day 17: Go through the "to-do" pile. Toss anything expired, resolved, or outdated.
Day 18: Shred sensitive documents and thin out your files.
Day 19: Declutter old planners, calendars, sticky notes, and unused systems.
Day 20: Clear out your command center space — remove anything that doesn’t belong.
Day 21: Declutter your current wall calendar, whiteboard, or digital planning system.

WEEK 4: ORGANIZE + RESET ALL ZONES

Day 22: Return only your daily-use items to the desktop.
Day 23: Use trays, risers, or organizers to create zones for tools.
Day 24: Set up a cord management system and phone/charger dock.
Day 25: Sort supplies into labeled bins or drawers by category.
Day 26: Create an easy-access drawer for daily tools and a stash zone for backups.
Day 27: Set up a 3-part system: Action, Reference, Archive.
Day 28: Use labels, folders, or color coding to make filing visual and simple.
Day 29: Refresh your planning tools: planner, whiteboard, sticky system, or digital tools.
Day 30: Create a weekly review ritual — check calendar, clear workspace, and prep for success!

Hopeful Organizing with Melissa Simplicity