



SPRING CLEAN CHALLENGE

Spring is a time for renewed energy and clearing out the clutter. Just as you tackle your closets and tame your lawn, spring is the perfect time for giving your small business a good scrubbing and airing out. Cutting the clutter in your small business is not only refreshing, it's also a productive and strategic task. Let's get started!

- Unsubscribe from all those emails you never read that are clogging up your inbox.
- Leave all those Facebook groups that aren't helping you or adding value – you don't need the noise!
- Cancel old hardcopy/mailed subscriptions that you don't need any more.
- Sort those receipts! Then file them or get them to your accountant.
- Clean out your drawers (desk and knickers)!
- Ditch anything that doesn't work and you don't need. The stapler that sorta staples and those pens that are dried out and don't work? Toss them. Now!
- Got "undesirable" customers or clients? Come up with an exit plan for them (in other words decide how you are going to fire them in an honest yet professional way)
- Clutter clogs up your life – take a section of your office each day and spend 10 minutes cleaning and clearing clutter
- All those name badges, lanyards and freebies you got from conferences and events that are sitting gathering dust? Toss them.
- Do an inbox detox – sort your emails, be ruthless and only keep what you NEED, you'll feel amazing afterwards. Check out Cathy's blog: www.cathykuzel.com/inbox-zero-wishful-thinking-or-achievable
- Saving magazines? Clip the articles/recipes you want then into the recycling bin!
- How many phone apps are you really using? Delete!
- A bazillion photos taking up space on your phone? Back up to icloud or dropbox into folders you've created. Don't try and sort as you go 'cuz you'll have duplicates pics – decide to spend 5 mins each day deleting unwanted photos.
- Half finished projects? Finish them, delegate them or get rid of them. (mea culpa ...)

Finished already?

- Don't stop with just business stuff. Get rid of clothes you don't wear – donate them to the local charity so someone else can enjoy them
- Half shampoos? Lotions? Finish them off and recycle the bottles – don't buy any more until you've finished what you have. New bottles never opened? Donate them to a women's centre.
- Just like your office – take a room in your house each day and spend 10 minutes cleaning and clearing clutter

Getting rid of things you neither use nor need means you make room for NEW opportunities. Woohoo!