



# SIMPLIFY YOUR LIFE CHECKLIST

## DONE

- 1. GET OFF MAILING LISTS AND CUT DOWN ON MAGAZINE SUBSCRIPTIONS**  
Consider reading magazines online instead of having them arrive at your home.
- 2. STOP SHOPPING AND START DONATING**  
Having less stuff around is a great way to bring order and simplicity. Clean out storage areas and donate or sell useful items you no longer use.
- 3. REDUCE DEBT**  
Get rid of all your credit cards except for one.
- 4. LIMIT THE AMOUNT OF TV YOU WATCH**  
Read a book or go for a walk to clear your mind.
- 5. USE UP FOOD YOU HAVE**  
Use the food you have in your freezer, fridge and pantry before loading up on groceries again.
- 6. USE THE "1 IN, 2 OUT" RULE**  
For every new item bought, donate two.
- 7. LIMIT YOUR STORAGE SPACE**  
The less stuff you have, the less you'll have to maintain, organize and look at.
- 8. DO A SCRUB OF YOUR SOCIAL MEDIA ACCOUNTS**  
Who/what can you stop following? Disconnect from social media for periods of time and give yourself some quiet, free time to watch the world around you.
- 9. CLEAN OUT YOUR ATTIC, BASEMENT OR GARAGE**  
You'll find things you forgot you had or that you no longer use.
- 10. LOOK AND ASSET YOUR COMMITMENT PLATE**  
Are you part of something that no longer interests you? Rethink your commitments and get out of the ones that are not important to you.



## Penny Wise Office Products

Toll-Free (800) 942-3311

[www.penny-wise.com](http://www.penny-wise.com)