

# Identifying Your Cleanups, Completions, and Deletions

## Where to Look:

### Personal

- Every room of your home
- Outside (yard, garden, exterior)
- Storage areas (garage, basement, lockers)
- Closets, cupboards, and drawers
- Sports and recreational equipment
- Car and vehicles
- Appliances and equipment
- Desk (bills, paperwork, filing)
- Financial matters (banking, investments, will)
- Clothes (give away, repair, clean)
- Other people in your life
- Items borrowed or lent (books, money, etc)
- Computer (maintenance, e-mail, etc.)

### Business and Work

- In basket
- Desk
- Outstanding reports and projects
- Administrative tasks
- Planning
- Computer (maintenance, e-mail, etc.)
- Research that needs to be done
- Filing and organizing to be done
- Staff, clients, and suppliers you deal with
- Industry magazines and newsletters
- Training, memberships, and certifications

## What to Look For:

### Cleanups

- Messes
- Things that you want to tidy or organize
- Areas that are full, overflowing, or need additional capacity
- Things that need to be repaired
- Things to clean or renew

### Completions

- Projects that have been started, but not finished
- Projects you have been planning to start, but not yet begun
- Things you owe or promised to others
- Outstanding and overdue matters
- Postponed decisions

### Incomplete Communications

- Messages, correspondence, and emails you have not returned
- People you have been meaning to contact
- Things you have not said / told others

### Deletions

- Things you do not use
- Things you want to get rid of
- Clothes that do not fit or you do not wear
- Things that bog you down or add unnecessary clutter or complexity to your life

### Tolerations

- Stuff you use but don't like (pens, scissors, kitchen knives, old food containers)
- Things that need to be repaired (squeaky doors, loose handles, buttons or seams on clothes)
- Not having stuff you want where and when you want them (scissors, tape, working pens)
- Time commitments that you no longer want to participate in

**The quality of your life has a lot more to do with what you remove than what you add.**