

22 ways to make space & declutter for a new year

K A R A R U N S . C O M

technology

- respond to, delete or file personal emails in your main inbox. UNSUBSCRIBE!
- go through unsent drafts in your email and sort/label or delete as needed (if it's something I refer to often, I send it to myself and then file it in the related folder so I can find it easily)
- unfollow people on social media who don't make you happy
- organize your computer desktop and folders, file or delete anything you don't use
- organize photos on your computer into folders - delete anything you don't love
- delete photos on your phone/upload everything to your computer
- delete apps on your phone you don't use
- delete programs on computer you don't use
- sort through bookmarks on your internet browser, delete what you don't use
- sort through notepad on phone, delete or consolidate notes

home

- go through closets and drawers with clothes and separate into piles (sell unwanted items on Poshmark, eBay, have a garage sale, donate or toss)
- clean out refrigerator/freezer, toss expired items or what you don't use
- clean out kitchen cabinets, toss expired items or what you don't use
- sort through kitchen appliances, storage containers, and pots and pans, and donate or toss anything old/what doesn't work properly
- clean bathroom drawers and makeup bag
- organize storage boxes in categories with labels
- clean out your car and organize anything you keep inside
- clean out your wallet

22 ways to make space & declutter for a new year

K A R A R U N S . C O M

goal-oriented

- save tons of recipes? tear out every workout you see in a magazine? be honest with yourself: have you/will you actually use it or do the workout? go through and toss what you won't make or do. bonus points if you create a binder to organize everything!
- look at your bank accounts and credit cards - if you have multiple credit cards, find cards that offer zero interest balance transfers and put it all on one if at all possible (instead of having multiple bills with multiple interest rates, etc).
- make a list of things you want to do on a daily basis (some of my recurring things are to drink hot lemon water, take vitamins, eat more greens) and find a way to make space for it and encourage yourself. get a cute vase to store lemons on your countertop so they're in plain sight and easy to access. get a little jar for vitamins and put them where you'll see them daily. clear out a drawer in the refrigerator for greens.
- write cards for people you want to thank or want to know you're thinking of them.