

Declutter your Business Checklist

Ready to clear out the clutter from your business, so that you can make some space for new ideas, new clients, new products and more growth?

There's 4 steps when it comes to working out WHAT to declutter from your business.

1. Identify all the things
2. Analyse which ones are helping you grow your business
3. Decide which to keep and which to declutter
4. Prioritise what the top 3 that you want to keep because they will make the greatest impact and the top 3 that need to go, because they are not taking you closer & highlight them on each page.

Use this worksheet to help capture #allthethings, and prioritise where you can make the most impact by doing less with less!

Part 1: Untangle Yourself

Consider the list below and observe what's NOT helping you grow your business. Which feel like there are 'too many', or you resent them, or they've been lingering but not getting you anywhere, or they're bright shiny objects.

Highlight or mark any that you know could go.

Declutter your brain

Declutter your schedule

Declutter your desk

Declutter your goals

Declutter your special projects and commitments

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Part 2: Reducing Information Overload

This is often about virtual space - so a little more tangible.

You can list ALL of the places you store information, and look at how you can reduce the number of places you keep information, and highlight any efficiencies you can make (or information you can delete)

- | | |
|---------------------------------------------|-----------------------------------------|
| Declutter your to do lists and sticky notes | Declutter your newsletter subscriptions |
| Declutter your notebooks | Declutter your downloads folder |
| Declutter your computer desktop | Declutter your browser tabs |
| Declutter your Inbox | Declutter your files |
| Declutter your apps | Declutter your social media images |
| Declutter your passwords | |

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Part 3: Marketing & Content

Less is more in this case. If you're feeling overwhelmed with all of the things you're creating then this is where knowing your numbers is essential, and you can make informed decisions about where to focus your energy and where to let it go.

Analyse what's working by tracking the conversations, popularity, success, and keep the decision focussed on 'what will grow my business'.

Declutter your email lists

Declutter your opt-ins

Declutter your funnels

Declutter your products

Declutter your marketing collateral

Declutter your blog posts

Declutter your Sales Pages

Declutter your services

Declutter your pricing

Declutter your online programs

Declutter your Canva Folders

Declutter your old branding images

Declutter your webpages

Declutter your Resources



Hi I'm Aeriele



I help women in business get organised and set up systems so that you can get your life back!

I specialise in these 5 areas:

- Managing yourself and your time
- Managing your information
- Managing your clients
- Managing your systems
- Managing others and outsourcing

Find out more about
Step up
with **SYSTEMS**

<http://nomoreburnout-systems-school.thinkific.com/courses/step-up>

Book a free discovery call with me to talk about how you can get organised and grow your business with ease.

<https://www.aerliewildy.com/book-a-discovery-call/>