



QUICK START SIMPLE LIVING CHECKLIST

Digital

- Delete unused apps
- Turn off all sound notifications
- Unfollow social media accounts
- Unsubscribe from email lists
- Create a single photo album
- Create a "phone jail"
- Quick scan all "maybe" papers

Paper

- Choose one neutral stationary
- Save only durable party supplies
- Save one wrapping paper roll
- Throw away all junk mail each day
- Scan + recycle coupons/receipts
- Request paperless billing
- Choose ONE notebook

Home

- Eliminate time sucking decor
- Eliminate empty bins/hangers
- Simplify small electrics
- Scan extra cards from your wallet
- Downsize adult books
- Recycle CD/DVDs and cases
- Simplify your bedding

Here's a quick start checklist to tackle some small, but impactful elements of digital, paper, and home decluttering.

SIMPLE FAMILIES



QUICK START SIMPLE LIVING CHECKLIST

Digital

DELETE UNUSED APPS

You may have plenty of apps on your phone that you don't use regularly. Delete them—you can always get an app again if you need it!

TURN OFF ALL SOUND NOTIFICATIONS

Turning off sound notifications will allow you to separate from your digital life. You can selectively turn on messages from certain parties, like your partner and your children's school. Don't let every little ding grab your attention—it's too valuable.

UNFOLLOW SOCIAL MEDIA ACCOUNTS

Scroll through the list of accounts you follow online. If you find that you follow friends or influencers that make you feel less about yourself and your life—unfollow. Fill your feed with realistic inspiration.

UNSUBSCRIBE FROM EMAIL LISTS

Go into email from the past week and unsubscribe from any newsletters, sales ads, and spam that you have received. Typically, these organizations will send an email at least once a week, so you should be able to do the bulk of your unsubscribing in one sitting.

CREATE A SINGLE PHOTO ALBUM

If you struggle with organizing photos into categories and albums, just create ONE album to use moving forward. Add your absolute favorites to this album as you go and it will capture a collection of your best moments in chronological order.

CREATE A "PHONE JAIL"

Finding it hard to disconnect from the digital world? Get a box and put your phone into the closed container during designated hours of the day. This will prevent you from seeing it light up when new silent notifications come in--because you turned off those sounds off, right?). Lock it up if you have to! :)

QUICK SCAN ALL "MAYBE" PAPERS

Often papers come into the home that we don't have the time with which to manage. Using the Evernote app (it's FREE), you can use your phone's camera to take a quick photo scan. Then save it with a title. You will always have the content, but you can recycle the physical copy.



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Paper

CHOOSE ONE NEUTRAL STATIONARY

Do you really need cards and stationery for every occasion? If you keep one high-quality stationary with your name or your family name, you can use this for Thank You cards, birthday notes, or any other occasion.

SAVE ONLY DURABLE PARTY SUPPLIES

It's wonderful to reuse party supplies, but only hold onto the ones that are high-quality enough to survive. At the next household birthday, consider investing in a quality "Happy Birthday" banner and supplies that can be reused for every celebration.

SAVE ONE ROLL OF WRAPPING PAPER

A roll of brown packing paper will take you far! You can use this to send packages, wrap gifts, or for random art projects. Allow your kids to decorate the brown paper of the wrapped presents, adding stamps or stickers. Or make it look more refined by adding an elegant ribbon or bow.

THROW AWAY ALL JUNK MAIL EACH DAY

What comes in, must go out. Do not let junk mail even hit the countertops. Drop it in the outdoor recycling before it comes into the home.

SCAN + RECYCLE COUPONS/RECEIPTS

You don't need all those coupons and receipts. Many coupons can be scanned and used in a digital format. Receipts can be scanned if necessary, for tax purposes, otherwise recycle!

REQUEST PAPERLESS BILLING

As paper bills come into your home, slowly work to transition each one to online billing. The less paper that comes into your house, the fewer piles you will have.

CHOOSE ONE NOTEBOOK

Instead of having a dozen notebooks for different purposes, consider keeping one notebook with multiple subjects. I know—notebooks can be adorable and tempting. But they can also turn into clutter.



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Home

ELIMINATE TIME SUCKING DÉCOR

How often do you stop to fluff/adjust throw pillows or blankets that lay on the back of the sofa? Or scrubbing placemats, just to then scrub the table around and under them. Question whether the décor in your home is functional or energy draining.

ELIMINATE EMPTY BINS/HANGERS

When we declutter we often want to keep our empty baskets and hangers. If we do, we are tempted to refill them. Share-the-love and get these things out of the house!

SIMPLIFY SMALL ELECTRICS

Do you have an alarm clock, a phone, and Alexa? Sometimes we keep items in our home that functionally serve the same purpose. Like a rice cooker, a slow cooker, and an Instant Pot. Give your small electrics a glance and see if you can scale back on the cords and clutter.

SCAN EXTRA CARDS FROM YOUR WALLET THEN TOSS THEM

The library card? The card to enter your local rec center? Many of these simple cards with bar codes can be scanned and stored into Evernote or your note program. Add a simple title that says "Library Card" and when you need it—a quick search will bring it up. The card scanners will scan the bar code on your phone just like they do the physical card.

DOWNSIZE ADULT BOOKS

In *Foundations* we will talk about kid's books. But what about adult books? I encourage you only to keep non-fiction books if you remember some of the content—because that way you will be more likely to come back to that book and reference it. If you don't know what's inside of a book, then you probably won't come looking for it. Only keep your very favorite fiction books and share-the-love on the rest!

RECYCLE CD/DVDS AND CASES

It can be hard to let these mementos go—but the vast majority of us consume our music/video content via phone or tablet. If your CDs/DVDs are not getting used, let them go!

SIMPLIFY YOUR BEDDING

If you struggle to make your bed every day, you need to make the task easier to complete. This includes your kids too. Consider eliminating extra pillows and the flat sheet. Stick to a high quality fitted sheet and duvet/washable quilt for the easiest solution.