

Spring is in the air!

- ✓ Do you love a good “Spring Clean”? (Well, the end result perhaps?)
- ✓ Does your office look like it could do with a Spring Clean?
- ✓ Are you in need of some help to start with an efficient, effective office Spring Clean?

If you answered yes to any of the above questions, I am SO glad you are here. Below is my ‘Office Spring Clean Audit Checklist’. I use this in my own office to ensure I am setting myself up for success! I hope this checklist gives you some structure, motivation, personal accountability and above all, an *amazing* office space that brings you and your farm business functionality!

Note - This one of those ‘short term pain for long term gain’ tasks - Let’s go!

- ☐ **Clear the Clutter** (You may need a few rounds of this).
Start by creating 4 x piles using the 4 x Ds method as your initial piles (Do, Ditch, Delegate, Decide to Do later).
- ☐ **Find a rightful home for everything in these piles** (until the piles have dispersed).
- ☐ **Gather all the sticky notes that are hanging around** – put them in 1 pile!
4 x D them as well, then transcribe them into actions in your calendar or productivity App. Now Bin the sticky notes!
- ☐ **Have you completed your annual ‘burn/shred’ or ‘deeper file’ yet?**
Remove the old files from your office. Burn/bin/shred or store in storage tubs away if you don’t need to access them. (*Out of sight... out of mind*)
- ☐ **Clean up unwanted pens and stationery lying around**
‘Out with the old and in with the new!’ My pet hate is having pens that don’t work!
- ☐ **Take everything that is left off the desk, shelves and benches (computer, pot plants, printer, books etc) – give everything a good wipe!**
- ☐ **Don’t forget to give screens and keyboards a good clean, too.**
- ☐ **Clean your floors, chairs, vents**
Pop the heater away if it is just a ‘winter’ thing.
- ☐ **If you are lucky enough to have a window that you look out of give it a good clean**
It will make that beautiful Spring view even more spectacular.
- ☐ **As you replace everything once all surfaces are clean – Think Again and use the 4 x D’s as you do this....** Everything in your office has a ‘home’!
- ☐ **Lastly, I like to finish by defusing one of my favourite essential oils**
(*For me this is usually peppermint or lemon*)

Well Done! Enjoy your fabulously clean office! Shoot me a picture of your office and your spring view

Office Spring Clean Checklist.