

## **Decluttering.**

After what seems a long break due to holidays and other commitments we are back to discuss 'Decluttering'

Both decluttering your planner and your life and how you can use your planner to achieve the latter.

If you have ideas for future episodes, please send them to steve at philofaxy dot com

### **Show Notes** (timings approximate)

00:00 - Introductions.

01:00 - Decluttering your planner.

02:30 - When to declutter your planner?

03:15 - Table of Contents.

04:00 - What to keep?

05:30 - Wardrobe comparison.

08:45 - Colour coding.

10:00 - Folders.

10:30 - [Filofax A5 Heritage review](#).

13:00 - Checking the contents and updating.

16:00 - Moving practice in to other parts of our lives.

17:30 - [Kon Mari](#)

20:00 - Set time to decide what you want the outcome to be.

22:00 - Planning your way forward.

23:00 - How to review clothing.

24:00 - Use the seasons to help you decide what you need to keep and things that need to be done.

26:00 - Use a master task list to help you remember when you need to do things