THEME:

Spare Room

Declutter Calendar

November

	01 Toss unusable fabric, ribbon, floss, and yarn scraps.	02 Donate old patterns (nursing home or book exchange area of local library.	03 Donate or sell unused crafting tools (glue gun, stamps, hooks, hoops) to nursing home, school or homeless shelter.	04 Toss old paint, dried up glue, unusable clay and craft scraps.	05 **Group like craft items together for storage (paints and brushes, knitting yarn, needles, etc.)**	06 **Use drawers, boxes and bins to keep items organized. If possible use clear storage and/or label each bin.**
07 **Add pegboard to wall or in closet to organize tools and supplies.**	08 Discard or donate old crafting books and magazines to nursing home or library.	09 Discard/donate unused stationary, cards, envelopes, and wrapping paper supplies.	10 **Organize remaining gift wrap supplies.**	11 Donate, toss, or sell old office equipment (printers, scanners, fax, landline phones, etc.)	12 Donate or recycle old cell phones and accessories (many office supply stores and homeless shelters will take them).	13 Toss or shred bills more than 7 years old that are no longer needed for taxes.
14 Discard/donate extra office supplies (paper clips, tape dispensers, staplers, binder clips, pens, file boxes).	15 Toss unused camera, phone, and other electronic cables and wires.	16 Store seasonal clothes and décor in tightly sealed bins under the guest bed or in closet.	17 Make sure pens write. Organize pens, pencils, colored pencils, markers, paint brushes in lazy susan organizer.	18 Put empty toilet paper or paper towel roll with slit cut down 1 side on wrapping paper to keep it from unrolling.	19 Store rolls of ribbons on pants hanger in closet.	20 **Use a clear over the door shoe bag on inside of door to store office or craft supplies.**
21 **Turn the closet into an office or craft space by laying an old door on top of 2 filing cabinets & adding a battery-powered light.**	22 Make a Murphy-style desk that folds down from the wall when in use.	23 **Use cut down cereal boxes or magazine boxes to hold scrapbooking papers. Organize paper by color.**	24 Use an oatmeal canister to hold crochet hooks and knitting needles.	25 Use a clear Sterilite container to hold all supplies needed for current craft project so you can take it with you.	26 **Use a Clorox container to hold a skein of yarn. Thread yarn through the grooved opening to keep it neat.**	27 **Take all donations to your various destinations today! Don't forget to get a donation form, fill it out with what you donated and put in your tax folder.**
28 **For project with multiple colors of yarn, use a Sterilite container with hole drilled through the top for each color used.**	29 To better manage paper clutter, convert to paperless billing.	30 **Create an emergency binder of your important papers.**				

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