

# November Purge Checklist

## *Attic / Basement*

- \_ Thanksgiving decor
- \_ Christmas decor
- \_ Halloween decor
- \_ Easter decor
- \_ Decorations
- \_ Trash
- \_ Books
- \_ Soiled items
- \_ Broken items
- \_ Duplicate items
- \_ Expired paint / chemicals
- \_ Outgrown winter gear
- \_ damaged boxes
- \_ outdated appliances
- \_ outgrown toys
- \_ replace damaged wires

## *Office*

- \_ Shred old bills
- \_ Organize tax documents & receipts
- \_ Discard old pens
- \_ Sharpen pencils
- \_ Discard damaged wires / replace
- \_ Purge outdated equipment
- \_ Clean keyboard
- \_ Purge drawers of trash
- \_ Clean computer monitors
- \_ Dust
- \_ Discard unknown cords
- \_ Order new desk calendar for next year