Organisational Quick-Win Checklist

Get organised fast with this easy-to-follow printable guide. It’s filled with practical, actionable tips to bring structure and clarity to your day.

## Declutter your workspace in under 30 minutes

Start by clearing everything off your desk. Only put back what you use daily. Store the rest in drawers or containers. Wipe down surfaces and remove any visual distractions.

## Use our simple 3-step daily prioritisation method

1. Write down everything on your to-do list.  
2. Highlight your top 3 must-do tasks.  
3. Block out focused time for each in your calendar.

## Clean up your digital desktop and inbox

Delete unnecessary files and emails. Create folders for categories (e.g. Personal, Finance, Projects). Unsubscribe from mailing lists that no longer serve you.

## Identify one weekly goal and break it into mini actions

Example: Goal = Organise filing cabinet.  
- Monday: Empty drawer  
- Tuesday: Shred old papers  
- Wednesday: Label files  
- Thursday: File documents  
- Friday: Review & tidy

## Introduce 3 small habits that support long-term organisation

- Tidy your workspace before you finish each day  
- Use one notebook or app for all tasks and notes  
- Set aside 10 minutes every Friday to plan the week ahead

## Use this checklist to track your progress daily

Print it out and tick off actions as you go. Keep it visible as a gentle reminder to stay on track.