

Throw It OUT!

Drowning in outdated reports and unread journals? Shelves jammed with souvenir coffee mugs? Make your life easier by unloading these top clutter-makers, suggests New York City-based organizing consultant Ann Sullivan.

- 1 Drafts of letters and proposals.** Retain only the final versions.
- 2 All company manuals** that aren't current.
- 3 Old supplies,** like cartridges or warranties for equipment you no longer use.
- 4 Desk drawer flotsam.** This prime space is only for things you use daily.
- 5 Personal items.** Designate one shelf for family photos, etc., and take the rest home.
- 6 Magazines, newspapers, and journals.** Tear and save articles you really need. Toss the rest.
- 7 Duplicate reports.** Get copies only to those who need them, and ask only for those you truly need.
- 8 Mail.** Go through it daily. Up to 80 percent can be tossed.

