

PLANNER PURGE

THE
CHALLENGE

1

REMOVE ANY
INSERTS YOU
HAVEN'T USED
IN THE LAST 3
MONTHS

2

PRINT/REPRINT
ANY INSERTS
YOU NEED

3

GO THROUGH
YOUR STICKERS
AND KEEP ONLY
YOUR FAVORITES

4

CONSIDER
SELLING OR
GIVING AWAY ANY
PLANNERS YOU
NO LONGER USE

5

GET RID OF ANY
PENS YOU DON'T
LIKE OR NO
LONGER WORK.
KEEP ONLY THE
ESSENTIALS

6

CREATE
A SIMPLIFIED
KEY OR LEGEND
FOR HOW YOU'LL
PLAN TASKS &
EVENTS

7

BRAIN
DECLUTTER. USE
A PAGE TO GET
EVERYTHING OUT

8

GET RID OF ANY
DECOR YOU
DON'T BELIEVE
IS BEAUTIFUL,
SPECIAL, OR
MEANINGFUL

9

REMOVE
AT LEAST 3
ACCESSORIES
(CLIPS, DIE CUTS,
PAGE MARKERS,
POST ITS, ETC.)

10

WAKE UP 30 MINS
EARLIER TO PLAN

11

GET RID OF
ANYTHING THAT
NO LONGER
SUITS YOUR
STYLE. REMAKE
OR TRANSFER
ANY INFO IF
NECESSARY

12

GO THROUGH
YOUR WASHI
TAPE AND ONLY
KEEP YOUR
FAVORITES

13

GIVE YOUR
PLANNER A
FRESH LOOK
WITH A NEW
DASHBOARD

14

DIVIDER TABS.
DO THEY STILL
FUNCTION
WELL? ARE THE
SECTIONS STILL
RELEVANT? IS THE
ORDER WORKING?

15

CREATE A
SYSTEM TO
STORE PAST
CALENDAR
INSERTS

EO EDITS

SOMETIMES, YOU JUST NEED A FRESH START.
A NEW BEGINNING. A CLEAN SLATE. JUST GET
RID OF EVERYTHING GOING WRONG AND MAKE
IT GO RIGHT. SOMETIMES, YOU NEED TO DELETE
A NUMBER. COLOR YOUR HAIR. QUIT YOUR JOB.
PURGE ALL THE NEGATIVE THINGS AND FOCUS
ON ALL THE POSITIVE. JUST DO IT.

-UNKNOWN