

# 9 Mighty Ways To Finish The Year



According to declutter expert, Marie Kondo, *tidying is an act of confronting yourself.*

Spring cleaning isn't just for your home, but your business too, and this worksheet will help you start the new year refreshed and inspired.

Walking through this worksheet is a great way to neatly close off your business dealings before the holiday period so you can start afresh next year and really hit the ground running.

**Here is your ready to go, To-Do-List...**

## Office Clean Up

1. What type of state is your filing system in? Is it worth spending a day or two reorganising it to knock it into shape?
2. How does your office set up look and feel? Could you achieve better feng shui? Change really is as good as a holiday...
3. If you have always wanted a new colour scheme, splash of fresh paint or personalised wrap or signage, now might be the time – remember, some material is tax deductible!

Click [here](#) for some inspiration on making your office beautiful again so you can start off the new year inspired.



## Client Clean Up

Run through your client list....

4. Are any of your clients lapsed? Maybe you're holding onto files you can shred? You could consider placing some old contacts into the Christmas card list to check if they may need your help in the coming year.
5. Do you have any stagnant clients who might need more attention? Connect with them this holiday season to see how the year has progressed for them.
6. Do your clients need anything different in the short term and beyond? Brainstorm what products or services you might be able to offer them.

Check out this informative [article](#) about spring cleaning your client list.



## Business Action Plan Clean Up

7. Ensure you can relax on your holidays by making a list of tasks you can do in the first 30 days of the new year – you'll be grateful for it on your first day back!
8. Brainstorm and identify two items your audience is looking for, or may be looking for, in the next 6-12 months. How can you meet this demand?
9. Do a quick mini audit of social media channels – Which ones are working for you? Which platforms might you try that you haven't before?

Find out how the advice of infamous [Marie Kondo](#) can translate into your business.



## Articles at a glance...

**Inc.**

### How to Declutter Your Office and Create the Ultimate Creativity Space

Just a few key concepts and steps stand between you and a clean, productive workspace.

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By Wanda Thibodeaux Copywriter, TakingDictation.com @WandaThibodeaux

GETTY IMAGES

Having a workspace that's organized and free of clutter can supercharge your day, giving you room to complete more tasks and freeing you from visual, stress-producing distractions. Maybe you've put off tackling the mess because you're somehow attached to what's in the room, are pressed for time or flat out don't want to make choices about your stuff. But whatever the reason, here's the way out.

1. Find out exactly what you use.
2. Put cleaning on your agenda.
3. Sort, move and donate.

Once you know what is earning its keep in your office, separate everything that stays in

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**PRIME TITLE**

### Spring Cleaning Your Client List

By Paul Gardner | Industry Topics | 0 comment | 29 April, 2018 | 0

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Each spring, we make an effort to knock off the dust, clean out the closets and reduce clutter around the house and office in an effort to feel refreshed and renewed. Why not do the same for your client list?

As a Realtor, your client list is one of your most valuable possessions, but only if it is accurate. If you can't find the time to keep it updated on a regular basis, then you need to find the time to clean it up at least once a year.

But before you get started on this important chore, make sure you evaluate these key considerations.

#### To Delete or Not to Delete

This is the biggest question involved with cleaning up a client database. As a general rule, each person is a potential sale. But,

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**Forbes**

6,311 views | Feb 23, 2019, 02:39pm

### You Can Use Marie Kondo's Decluttering Principles To 'Tidy Up' Your Business

Editors At AllBusiness Contributor AllBusiness Contributor Group @ Entrepreneurs

f By Greg Schwartz

Everyone is talking about Japanese organizing guru Marie Kondo and her "KonMari" home organizing method dedicated to the "life-changing magic of tidying up."

Kondo has authored an international bestselling book of home organizing advice, and is also the star of a new Netflix show called *Tidying Up With Marie Kondo*. Perhaps you've seen your own friends and relatives on social media sharing their latest photos from decluttering and tidying up their own homes, Kondo-style.

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