

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
				 Good Friday
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
 St. George's Day				



Manage Instant Messages



Email Addresses (Auto Complete)



Clean Desk Clear Screen



Account Information



File Attachments



Manage Systems



Dispose of Transitory Information

Conversation Clean-Up



Secure Shred Bins



Copies of Information



Personal Emails



Broadcast Messages



Calendar Items



Managing Note Books



Shared Drive



Repeat

Declutter Challenge

IM Month 2021