

IM Month 2021: Declutter Challenge

Challenge 10: Calendar Items

April 15



Declutter Challenge – Calendar Items

Managing your calendar items can be a great way to quickly declutter.

Consider these best practices to manage your calendar and keep it clutter free:

- Regularly remove meeting invites, notifications and responses from your Inbox and Sent Items folders that are assessed as transitory records
- Limit the information you place within the invite especially when the guest list includes resources such as meeting rooms
- Consider using hyperlinks instead of attachments where possible
- Always place an expiry date on reoccurring calendar items
- Change your calendar view to List View to quickly find and remove information