



## DOERS DECLUTTER BOOKS

1

Identify where books are located within your home

2

Identify how many bookcases and their shelves including any piles of books

3

Identify which book area you want to start with first

4

Set a goal for the amount of books you want to remove from the bookcase

5

Plan which day and time to declutter books and add a 30 min to your schedule

6

Put all the books with the spine facing you

7

Remove any bookmarks, notes, photos or money in your books

8

Pick your favorite books and put it aside

9

Find and remove any damaged books

10

Put aside any books that you have not read yet

11

Put aside any books that have a sentimental value

12

Find and remove any duplicate books

13

Find and remove outdated books

14

Sort a small section of a shelf or stack of books at a time

15

Prepare boxes for book donation

16

Drop off boxes to your locale donation center

Congratulations on simplifying your book collection!





## DOERS DECLUTTER BOOKS

Damaged books are with:

- Torn pages or covers
- water damage: warped pages or stained pages
- mold or mildew growth
- excessive highlighting or underlining
- broke spines or loose pages
- missing pages or illustrations
- writing on pages or covers
- damaged dust jacket
- strong odor: smoke, mustiness
- insect or rodent damage

By asking these questions, you can determine which books are worth keeping, ones you can let go of.:

1. Does this book contribute to my personal or professional?
2. Is this book a reference or resource that I may need in the future?
3. Am I holding onto this book out of guilt or obligation?
4. Is this book useful or meaningful to me?
5. Is this book easily accessible in digital or other formats?
6. Do I plan on reading it again?

