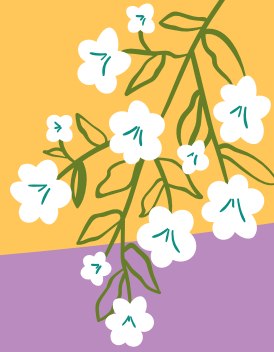


IT'S TIME TO DE-CLUTTER



"to remove things you do not need from a place, in order to make it more pleasant and more useful"

De-cluttering has been proven to increase productivity, focus, energy levels and wellbeing in the workplace. After all, tidy desk, tidy mind!

STEPS TO DE-CLUTTER...

1. DO YOU WANT IT?

If it's yours, take it all! Books, plants, mugs, shoes... take them all back home, clear out & enjoy.

2. DOES SOMEONE ELSE?

See if someone else in your office would like what you don't - maybe host a Swap Party!

3. DONATE IT!

If it isn't broken, take a trip to a charity shop and let someone else enjoy what you don't want. Alternatively, put it on the Personal Items page on the staff intranet.



IF YOU'RE MOVING OFFICES....
you'll likely have a pedestal or locker to store your belongings. Save the stress and start de-cluttering now. That may be a lot to clear, but it's better for you to do it rather than leaving it for your colleagues to tidy up!

BE RUTHLESS! TOP TIPS FOR DE-CLUTTERING

Work out what you need.

Clutter exists because our brain tricks us into thinking everything is important. Ask yourself what is the purpose of each item in your office area, and do you really need it?

Schedule time to de-clutter.

Put time in your diary to de-clutter and make it a regular habit: it will get easier!

Make it fun!

Are you lacking motivation? Why not order some cakes for a 'Bin & Bun' event, or have a shared lunch during a 'Potluck and Purge' in your office?

FAQs



Emptied your cupboards and realised you don't know where something should go afterwards? Fear not...

CONFIDENTIAL WASTE

Raise an Estates Help Desk¹ job to request a confidential waste bag and then again to have the full bag removed.

Any non-confidential paper materials (even if laminated!) can be put in the mixed recycling bins. Please refer to the staff intranet for guidance on confidential material.²

FURNITURE

If the furniture doesn't belong to you, log a request on the Estates Help Desk and we'll either re-use or donate it!

BE REWARDED!

Remember you can get points on Green Rewards for re-using items!



If you have any de-cluttering or recycling queries, do get in touch with the Sustainability Team at sustainability@bournemouth.ac.uk

ELECTRICAL ITEMS

Electrical items should not be put into the general waste stream. Please contact the Estates Help Desk to arrange for waste electrical items to be picked up and disposed of correctly.

BATTERIES

Batteries contain highly toxic chemicals so please do not put them in the general waste stream. Find your nearest recycling point:

- Students' Union shops in Bournemouth House & Poole House
- Poole House reception
- Weymouth House (WG10)
- Student Centre reception

Alternatively send them in the internal mail to the Facilities Assistants Offices at Poole House or Bournemouth House (Lithium batteries should be separate).

1. <https://staffintranet.bournemouth.ac.uk/servicerequests/estatesservicedesk/>

2. <https://staffintranet.bournemouth.ac.uk/workingatbu/informationsecuritydataprotection/iwantto/classifyinformation/>