

STATIONERY DECLUTTER CHECKLIST

WRITING IMPLEMENTS

- Gel Pens
- Ballpoint Pens
- Rollerball Pens
- Multi-Pens
- Pencils
- Fountain Pens
- Brush & Calligraphy Pens
- Comic & Manga Pens
- Markers & Felt Tip Pens
- Highlighters

REFILLS & INKS

- Pen Refills
- Ink Cartridges
- Bottled Inks

ACCESSORIES

- Cases & Bags
- Parts & Tools

PAPER

- Notebooks & Journals
- Sketchbooks
- Planners & Calendars
- Binders, Folders, & Dividers
- Notebook Covers
- Loose Leaf Paper & Paper Refills
- Memo Pads, Sticky Notes, & Page Markers
- Index Cards
- Stationery Paper (Envelopes, Letter Sets, Note cards, Postcards, etc.)

ARTS & CRAFTS

- Tape, Glue, & Adhesives
- Craft Punches
- Crayons, Colored Pencils
- Painting Supplies
- Masking Fluids
- Sealing Wax & Seals
- Stamping Supplies
- Stencils
- Stickers
- Washi & Decorative Tapes
- Ephemera

OFFICE

- Correction Tapes & Pens
- Erasers
- Hole Punches
- Index tabs & Dividers
- Labels
- Paper Clips & Push Pins
- Rulers & Staplers
- Scissors & Cutters

OTHER

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