

LABELS FOR DECLUTTERING + ORGANIZING

Getting Started

RIDDING YOUR HOME OF CLUTTER | GETTING ORGANIZED

Sort it out: The first step in each space is to sort individual item beginning in one area then working around the room. Use boxes, paper bags, or bins labeled: KEEP, SELL, DONATE, and TOSS. Remove items no longer wanted, loved, or useful. Clutter is anything that hinders you and no longer serves you.

You've sorted, now what? First, take care of the easy tasks: trash, recycling + donations then the other categories one by one.

Label Descriptions

THERE ARE OTHER CATEGORIES TO USE AS NEEDED

KEEP: Put away items that go in each area of your home. Moving "like with like" when putting items away even if not the best "home" at the time. As you sort each room, everything will begin falling in to place and you will create homes for what you want to keep.

DONATE: Drop off donations within 24-48 hours.

SHRED: Do yourself or use a service in 24-48 hours.

Go With Your First Instinct

IF YOU GET STUCK ASK YOURSELF SOME QUESTIONS:

1. Does this item help my life right now?
2. Do I need this, like this, or do I just want it?
3. Do I use it? How long since I have used it?
4. Do I have something else like/better than this?
5. Is it worth storing and do I have the room?

SELL: Sell items as soon as possible in a yard sale, consignment store or online marketplace. If you're not able to sell items in a relatively short timeframe, consider if items would be suitable to donate instead.

TOSS/RECYCLE: Move immediately to outside receptacles.

REPAIR/ACTION: Take care of these projects ASAP.

KEEP

Toss

RECYCLE

DONATE

SELL

REPAIR

SHRED

FILE

ACTION

MEMORY

BOX

IMPORTANT

SCAN

GIVE TO
OTHERS



