



clear & SIMPLE™

Our systems make organizing simple.

# SEE IT • MAP IT • DO IT®

## The Foundation System

Take each step below in order to save time, energy and money.

	PURPOSE	ACTION Choose One	REWARD
<b>SEE IT</b>	Take a look at where you've been.	<ul style="list-style-type: none"> <li>• Write the story your clutter tells.</li> <li>• Draw the story.</li> <li>• Take pictures.</li> <li>• Answer questions:               <ul style="list-style-type: none"> <li>• What is working?</li> <li>• What is not working?</li> <li>• Where are you stuck and why?</li> </ul> </li> </ul>	You have a clear picture of where you are now.
<b>MAP IT</b>	"Make a Plan" for where you want to go.	<ul style="list-style-type: none"> <li>• Do a mind map</li> <li>• Make a list or create a chart.</li> <li>• Draw a picture or create a collage.</li> <li>• Write a description of your top three priorities.</li> <li>• Write your vision of what you really want.</li> </ul>	You have a map to guide, inspire, and move you forward.
<b>DO IT</b>	Take the actions to get there.	<p>Work through the S.T.A.C.K.S.® system on the opposite side.</p> <ul style="list-style-type: none"> <li>S • Sort</li> <li>T • Toss</li> <li>A • Assign</li> <li>C • Contain</li> <li>K • Keep it up</li> <li>S • Simplify</li> </ul>	You have a system that will take you through from start to finish.



*We make organizing fun, simple & freeing.*

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