



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.*

ClearSimple.com • 801.463.9090



clear & SIMPLE™

Our systems make organizing simple.

# S.T.A.C.K.S.®

## The Action System

Take each step in order and make only one decision at a time.

	QUESTION	ACTION	TIP	REWARD
<b>S</b> SORT	What is it?	Sort into piles of like with like. <i>No other decisions yet!</i>	Place items in banker's boxes. Label each box with a post-it note for steps ahead.	You will know exactly what you have.
<b>T</b> TOSS	Do I need it or want it?	Put it in the keep or discard pile. <i>Tackle one pile or box at a time.</i>	Ask, "Does this serve me in my life today?" Only let go when you are ready.	What you have left is what needs to be organized.
<b>A</b> ASSIGN A HOME	Where does it go?	Identify how you use the item and create activity zones accordingly.	Place the items you use most often in the easy-to-access locations.	Everything will be where you need it when you need it.
<b>C</b> CONTAIN	What does it go in?	Measure the "stuff" and the storage area before shopping.	Choose containers that are both functional and fun.	You will enjoy retrieving and re-storing your items.
<b>K</b> KEEP IT UP	How do I maintain it?	Create a simple plan for how you will maintain the area.	Choose a high energy time for upkeep.	Your keep-it-up system will make maintaining your space easier.
<b>S</b> SIMPLIFY	How can I simplify and live with less?	Decide whether any new items pass the test. →	Does it serve me? Do I love it? Will I use it? Do I have room for it?	You will feel free, energized, and abundant.

ClearSimple.com • 801.463.9090