# The Foundation System

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

<table>
<thead>
<tr>
<th>PURPOSE</th>
<th>ACTION</th>
<th>REWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEE IT</strong></td>
<td>Take a look at where you've been.</td>
<td>You have a clear picture of where you are now.</td>
</tr>
<tr>
<td><strong>MAP IT</strong></td>
<td>&quot;Make a Plan&quot; for where you want to go.</td>
<td>You have a map to guide, inspire, and move you forward.</td>
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<tr>
<td><strong>DO IT</strong></td>
<td>Take the actions to get there.</td>
<td>You have a system that will take you through from start to finish.</td>
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## SEE IT

- **PURPOSE:** Take a look at where you've been.
- **ACTION:** Choose One
  - Write the story your clutter tells.
  - Draw the story.
  - Take pictures.
  - Answer questions:
    - What is working?
    - What is not working?
    - Where are you stuck and why?
- **REWARD:** You have a clear picture of where you are now.

## MAP IT

- **PURPOSE:** "Make a Plan" for where you want to go.
- **ACTION:**
  - Do a mind map
  - Make a list or create a chart.
  - Draw a picture or create a collage.
  - Write a description of your top three priorities.
  - Write your vision of what you really want.
- **REWARD:** You have a map to guide, inspire, and move you forward.

## DO IT

- **PURPOSE:** Take the actions to get there.
- **ACTION:** Work through the S.T.A.C.K.S.® system on the opposite side.
  - S • Sort
  - T • Toss
  - A • Assign
  - C • Contain
  - K • Keep it up
  - S • Simplify
- **REWARD:** You have a system that will take you through from start to finish.

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# The Action System

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

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>ACTION</th>
<th>TIP</th>
<th>REWARD</th>
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<tbody>
<tr>
<td><strong>SORT</strong></td>
<td>What is it?</td>
<td>Sort into piles of like with like.</td>
<td>Place items in banker’s boxes. Label each box with a post-it note for steps ahead.</td>
</tr>
<tr>
<td><strong>TOSS</strong></td>
<td>Do I need it or want it?</td>
<td>Put it in the keep or discard pile.</td>
<td>Ask, “Does this serve me in my life today?” Only let go when you are ready.</td>
</tr>
<tr>
<td><strong>ASSIGN A HOME</strong></td>
<td>Where does it go?</td>
<td>Identify how you use the item and create activity zones accordingly.</td>
<td>Place the items you use most often in the easy-to-access locations.</td>
</tr>
<tr>
<td><strong>CONTAIN</strong></td>
<td>What does it go in?</td>
<td>Measure the “stuff” and the storage area before shopping.</td>
<td>Choose containers that are both functional and fun.</td>
</tr>
<tr>
<td><strong>KEEP IT UP</strong></td>
<td>How do I maintain it?</td>
<td>Create a simple plan for how you will maintain the area.</td>
<td>Choose a high energy time for upkeep.</td>
</tr>
<tr>
<td><strong>SIMPLIFY</strong></td>
<td>How can I simplify and live with less?</td>
<td>Decide whether any new items pass the test.</td>
<td>Does it serve me? Do I love it? Will I use it? Do I have room for it?</td>
</tr>
</tbody>
</table>

We make organizing fun, simple & freeing.

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