



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
S 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.
T 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.
A 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.
C 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.
K 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.
S 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.

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