



# S.T.A.C.K.S.<sup>®</sup>

## 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? Specifically (i.e. a plate), not your story about the it.	Sort into piles of like with like.  <i>No other decisions yet!</i>	Sort into banker's boxes. Label each box with a post-it note for steps ahead.	You will know exactly how much stuff you own.
<b>T</b> TOSS	Do I need it or want it, and does it provide value in my life?	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 (i.e. in the drawer, on the shelf, in the room)?	Identify how you use the items 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? This can be fun!	Measure the "stuff" and the storage area before going shopping.	Choose containers that are both functional and beautiful.	You will enjoy retrieving and restoring your items.
<b>K</b> KEEP IT UP	How do I maintain what I have set up?	Ask what needs to be done daily, weekly, monthly, and annually.	Place your map in sight and do your upkeep at a high energy time.	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.	Ask yourself: Do I love it? Do I use it? Do I have room for it?	You will feel free, energized, and connected to life.

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