### SEE IT. MAP IT. DO IT.®

**The Foundation Steps**

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

<table>
<thead>
<tr>
<th>PURPOSE</th>
<th>ACTION Choose One</th>
<th>REWARD</th>
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| **SEE IT** | Take a look at where you've been and where you're at now. | - Write the story your clutter tells.  
- Draw the story your clutter tells.  
- Take pictures and really observe.  
- Answer questions:  
  - What's working?  
  - What's not working?  
  - Where are you stuck and why? | You have a clear picture of where you are now. |
| **MAP IT** | Make a Plan for where you want to go. | - Do a mind map.  
- Make a list or create a chart.  
- Draw or create a vision board.  
- Create a Pinterest board.  
- Write your top three priorities.  
- Write how you want the space to look, feel, and function. | You have a map to guide, inspire, and move you forward. |
| **DO IT** | Take the action steps to get there. | Work through the S.T.A.C.K.S.® System on the opposite side of this card. |

S - SORT  
T - TOSSED  
A - ASSIGN  
C - CONTAIN  
K - KEEP IT UP  
S - SIMPLIFY

### S.T.A.C.K.S.®

**The Action Steps**

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>
</tr>
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| **SORT** | What is it? | Sort into piles of like with like.  
No other decisions yet! | You will know exactly how much stuff you own. |
| **TOSSED** | Do I keep it or let it go? | Put it in the keep or discard pile.  
Tackle one pile or box at a time. | What you have left is what needs to be organized. |
| **ASSIGNED** | Where does it go? | Identify how you use the items and create activity zones accordingly. | Everything will be where you need it when you need it. |
| **CONTAINED** | What does it go in? | Measure the “stuff” and the storage area before going shopping. | You will enjoy retrieving and restoring your items. |
| **KEPT UP** | How do I maintain what I have set up? | Ask what needs to be done daily, weekly, monthly, and annually. | Your keep-it-up system will make maintaining your space easier. |
| **SIMPLIFIED** | 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. |

[www.clearsimple.com/steps](http://www.clearsimple.com/steps)