



SEE IT. MAP IT. DO IT.®

The Foundation Steps

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

	PURPOSE	ACTION <small>Choose One</small>	REWARD
SEE IT	Take a look at where you've been and where you are now.	<ul style="list-style-type: none">• Write the story your clutter tells.• Draw the story your clutter tells.• Take pictures and really observe.• Answer questions:<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• 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 - TOSS A - ASSIGN C - CONTAIN K - KEEP IT UP S - SIMPLIFY	You have a system that will walk you through from start to finish, and beyond.

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The Clear & Simple® Way to transform your life.

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S.T.A.C.K.S.[®]

The Action Steps

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

	QUESTION	ACTION	TIP	REWARD
S 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.
T 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.
A 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.
C 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.
K 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.
S 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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