

Declutter Project:

1: MATERIALS

- garbage bags
- post-it notes
- pen/pencil

4. DECLUTTER

- empty everything out
- pick up first thing you see
- ask yourself do i use it?
- do i need it?
- would i buy it right now?
- sort into piles by category

2: MAKE PLAN

5. CREATE PILES

- list categories:

3: TIME

- time set:
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- leave 10 minutes for clean up

6. SYSTEM

- write out system: