

5 Steps for Working Through an Overwhelming Mess

1

Trash

Trash is easy. Starting with the most visible mess, remove trash.

2

Do the Easy Stuff

Easy stuff is the stuff that has an established home somewhere else but for whatever reason isn't there.

3

Duh Clutter

Stick *Duh Clutter* (or *Duhs*) in the Donate Box.

4

Ask the Two Decluttering Questions

Question #1: If I needed this item, where would I look for it? Take it there now.

Question #2: If I needed this item, would it occur to me that I already had one?

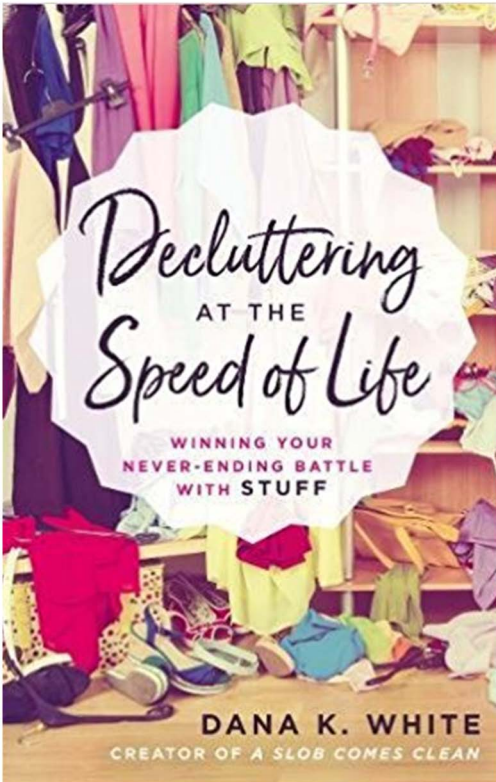
5

Make it Fit

Apply the *Container Concept* to the space where you're working.

Step 5.1: Consolidate

Step 5.2 Purge Down to the Limits of the Container



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