

Go Clean that Room!

Keep It – place in this box only those items that you love or can identify a specific purpose for current use. These are items that will be kept in the space you are currently working in.

Route It – collect items that you will be keeping, but do not belong in this room. The goal is for you to stay focused on the room you have committed to. By placing items in this box that need to go to another space, rather than taking them now, will keep you from getting distracted in other rooms. This box will be dealt with later.

Give It – collect treasures that are no longer needed or wanted, but are in good condition. This box can be donated to your favorite organization. There are many worthy organizations that will pick up your discarded treasures, saving you the time and physical work of loading it in your car.

Sell It – with the popularity of auction sites like eBay, you can easily make money on the treasures that you uncover. If you don't have an interest in learning how to sell on-line, you can take your items to a local "auction drop-shop" or "trading post" as they are commonly called. For a percentage of the final sale price, the drop shop will handle the selling process for you. If you have no interest in selling you items, eliminate this box.

Store It – collect items you are unsure of (keep or purge), close up the box at the end of this decluttering session, and place a scheduled toss/donate date on the box. If items in this box are not accessed by that date, you have just proven to yourself that the items inside are not needed or missed. After the dispose of date, deliver the box unopened to the charity of your choice.

Toss It – use the trash bag to collect trash, items that are in poor repair, non-sellable/givable items, or you have no idea what it is.

The list – collect To-Dos or reminders. While decluttering, you may remember tasks you haven't completed and be tempted to act on them. Don't be distracted from your current project of decluttering to handle a "To do". Add the "To Do" to your list and forget it for now. Stay focused on the current project of decluttering your space.