Always take a room-by-room approach.

Sort and designate items that need to leave the room:
- Transit (somewhere else)
  - Specific Room(s)
  - Belongs to someone else
- Repairs
  - Self
  - Specific repair shop(s)
- Trash
- Recycling
- Letting Go
  - Charity
  - Gifting
  - Returns
  - Selling
- Dilemma
  - Person(s) who need to help decide

Sort items that stay in the room:
- Decide where they should live. In your bedroom, for example, designate drawers to specific clothing and make sure there is enough room to hold all these items.
- Be persistent putting away items into their designated spot.
- Spend five minutes every day putting away what may have been left out.
- Make it a habit to put away any item immediately after its use.

Decision-making is sometimes hard. Evaluate items by asking yourself:
**Do I like it?**
**Do I use it and how often?**
**Do I want it?**

**Do I need it?** **Do I have room for it?**

**Keep it if it...**
- Generates love and good feelings.
- Helps you make a living.
- Simplifies your life.
- Helps to get something done.
- Has significant cash value.
- Gives you more than it takes.
- Will enrich or delight the coming generation.

**Don’t keep it if it...**
- Is broken.
- You always hated it.
- Is the wrong size, color, or style.
- Is more bother than worth using it.
- Would not affect you to ever see it again.
- Generates bad feelings.
- Gives no enjoyment.
- Will shock, bore, or burden the coming generation.