



1. Use it or lose it
2. Love it or leave it
3. Commit it or ditch it
4. Consign it or resign it
5. Contain it to maintain it

Step #1 If you have not used it or worn it within the past 1-2 years it's time to lose it. The fact that you paid good money for it or now it would cost a lot more are not good reasons to hold on to something that is keeping you from having a stress free space. Not using it, lose it.

Step #2 Things you absolutely love are the things that you should keep but only if they are functional. If you just have an emotional attachment to something and it's not functional, keeping it is only holding yourself and your space hostage to your emotions. Leave it!

Step #3 We commonly commit to things that in our minds we secretly know we will never really get around to. For example those recipes Aunt Sue gave you 10 years ago, be honest if you haven't typed and filed them by now you most likely never will. Committing to something is *in the doing* it's not about what you may do or want to do someday. Commit or ditch.

Step #4 Maybe that suit or designer dress you are holding on to would be a blessing to someone else. Don't keep things that you no longer wear or use, just because you know how expensive it was. Instead place it on consignment, bless someone else and put a few extra dollars in your pocket.

Step #5 Keeping things in containers is the best way to keep them organized. Once your things are purged and sorted organizing them in their own neat containers will keep your space looking great. Everything must have a home. Whether it's a jar, box, closet or a color coded filing system, containing your things will be the single most important thing you can do to maintain your newly organized space.

Begin today, declutter and simplify your life by learning to *say no* to keeping perfectly good things and saying *yes* to keeping things that are perfect for you, and the lifestyle you want to live.