

THROW AWAY

Worn out or broken

(If you wouldn't give it to a friend, it is trash)

Put out in the trash or haul off

GIVE AWAY/SELL

Doesn't fit or look right,

Haven't used in past year

Take to appropriate place or place ad

PUT AWAY

Things that belong elsewhere

Take to the appropriate place

STORE

Things you want to keep

Choose containers to fit items & space, label

UNDECIDED

Things you aren't sure about

(Use for only 1 item out of 10!)

Box & put away for 6 months & evaluate again