

TIME MANAGEMENT – MANAGE SPACES – EVALUATE



Use It or Lose It Clutter Checklist

These questions will help you evaluate objects and eliminate those that are not useful.

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| Is it worn out, broken or damaged beyond repair?
NO Fix It | YES | Toss It |
| Was it a gift that you just don't like?
NO | YES | Sell/Donate |
| Does it fit you or your life well?
YES | NO | Sell/Donate |
| Does it look great? Do you love it?
YES | NO | Sell/Donate |
| Have you worn it/used it in the past year?
YES | NO | Sell/Donate |
| Could it be easily replaced?
NO | YES | Sell/Donate |
| Does it have strong sentimental value?
YES | NO | Sell/Donate |
| Could someone use it in the future?
WILL someone use it in the future?
YES (Be very honest!) | NO | Sell/Donate |
| Still having trouble deciding? | YES | Box & re-evaluate in 6 months to a year |