

S.O.R.T. PROCESS

CHEAT SHEET

Sort

Take everything out and sort it into logical categories.

1

Purge

Ruthlessly eliminate stuff you no longer love, need or want.

2

Assign a home

Where do you use it? How often do you use it? Group like items together.

3

Contain it

Helps keep it organized, maximizes your space and provides limits.

4

Evaluate

One in – one out. It's simple and it works.

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