



SEE IT • MAP IT • DO IT®

The Foundation System

Take each step below in order to save time, energy and money.

	PURPOSE	ACTION Choose One	REWARD
SEE IT	Take a look at where you've been.	<ul style="list-style-type: none"> • Write the story your clutter tells. • Draw the story. • Take pictures. • Answer questions: <ul style="list-style-type: none"> • What is working? • What is not working? • Where are you stuck and why? 	You have a clear picture of where you are now.
MAP IT	"Make a Plan" for where you want to go.	<ul style="list-style-type: none"> • Do a mind map • Make a list or create a chart. • Draw a picture or create a collage. • Write a description of your top three priorities. • Write your vision of what you really want. 	You have a map to guide, inspire, and move you forward.
DO IT	Take the actions to get there.	Work through the S.T.A.C.K.S.® system on the opposite side. S • Sort T • Toss A • Assign C • Contain K • Keep it up S • Simplify	You have a system that will take you through from start to finish.



We make organizing fun, simple & freeing.



S.T.A.C.K.S.®

The Action System

Take each step in order and make only one decision at a time.

	QUESTION	ACTION	TIP	REWARD
SORT	What is it?	Sort into piles of like with like. <i>No other decisions yet!</i>	Place items in banker's boxes. Label each box with a post-it note for steps ahead.	You will know exactly what you have.
TOSS	Do I need it or want it?	Put it in the keep or discard pile. <i>Tackle one pile or box at a time.</i>	Ask, "Does this serve me in my life today?" Only let go when you are ready.	What you have left is what needs to be organized.
ASSIGN A HOME	Where does it go?	Identify how you use the item and create activity zones accordingly.	Place the items you use most often in the easy-to-access locations.	Everything will be where you need it when you need it.
CONTAIN	What does it go in?	Measure the "stuff" and the storage area before shopping.	Choose containers that are both functional and fun.	You will enjoy retrieving and re-storing your items.
KEEP IT UP	How do I maintain it?	Create a simple plan for how you will maintain the area.	Choose a high energy time for upkeep.	Your keep-it-up system will make maintaining your space easier.
SIMPLIFY	How can I simplify and live with less?	Decide whether any new items pass the test. →	Does it serve me? Do I love it? Will I use it? Do I have room for it?	You will feel free, energized, and abundant.