



LESS EQUALS MORE

## Steps Toward Simplicity

### 1. Initial consultation

Thirty minutes to discuss your project, get to know each other, and begin formulating a plan of action.

### 2. Define the problem

What is the problem you are trying to solve? What are your goals for this project?

### 3. Re-vision

Considering your goals and priorities, create a new vision for your space(s).

### 4. Cursory inventory

Take a closer look at what you own, identifying areas of emotional attachment, items that require overarching decisions, and get a sense of how many of your items will stay or go.

### 5. Categorize

Tackle categories of stuff together and place them in relevant new categories: to keep, to sell, to donate, to give to specific people, to fix, to recycle, to discard, and to reuse.

### 6. Remove

Create plan to systematically remove items identified in Step 5.

### 7. Organize

Organize the items that remain so that everything has a home and is easy to find. Use this as an opportunity to remove no longer needed furniture and other former organizing devices.

### 8. Create systems

Develop new habits and routines with simple rules to follow.

### 9. Continuous Care

Create plan to maintain, evolve, and reevaluate systems.