

Three and a Half Boxes

1. Remember the *keep* items are going to be put (as part of this decluttering work period) in or close to where they will be kept and used, so assign a space that is easy to access immediately after you finish sorting each target area within the allowable 15 minutes.
2. There are three main choices for items. Start by getting three boxes or bags for “donate,” “discard,” and “recycle.” Get another, smaller, easily identifiable container that you can carry around with you for important items like check books, unpaid bills, documents, money, and so forth.
3. There are two other potential choices to help you resolve how to let go: (1) *regift* or (2) *sell*. Think *very* hard about using either of these options because they take a lot of extra time and effort and, more often than not, prove not worth the effort.
 - *Regift*: Items in good condition that are suitable for someone you personally know can be designated and set aside for gifting later. Choose a specific *limited* space on a shelf and store all items of this type in the same spot so that you can go there to retrieve the gift when you need it.
 - *Sell*: Think *very* hard about this choice. It is often another high-effort, low-benefit option. To let something go, sometimes people believe they need to try to sell it. When making this choice, set a time limit to sell the item; otherwise, there is no resolution, and the item(s) will remain a part of an ongoing clutter problem. If the market for these items actually exists, they will sell within that time limit. Also ask yourself how much you believe you will receive for the item and factor in that the purchaser will *always* want a bargain, so you will likely not get the amount you feel

the item is worth. How will you feel if you have to let it go at less than you believe it is worth? Will this fact become a barrier to being able to let it go at that time?

