

# DECLUTTERING WHEN YOU CAN'T THROW ANYTHING AWAY: A SIMPLE CHECKLIST

## Step 1: Begin with a Single Space

- ☐ Choose one area (a drawer, a shelf, or a closet corner).
- ☐ Set a timer for 10–15 minutes.
- ☐ Focus only on this area — no pressure to do more.

## Step 2: Evaluate Each Item Gently

- ☐ Ask: Do I use this? Do I love this?
- ☐ If undecided, set it aside in a “Maybe” box.
- ☐ Remember: It’s okay to keep things for now.

## Step 3: Find a Home for What You Keep

- ☐ Group like items together.
- ☐ Use bins, labels, or baskets.
- ☐ Ensure every item has a designated space.

## Step 4: Let Time Guide You

- ☐ Date and seal your “Maybe” box.
- ☐ Revisit it in 3–6 months.
- ☐ Let go of what you haven’t missed.

## Step 5: Digitize Memories When Possible

- ☐ Scan old letters, cards, or photos.
- ☐ Save digital versions securely.
- ☐ Let go of paper originals if you’re ready.

## Step 6: Share or Gift What You No Longer Need

- ☐ Offer items to friends or family.
- ☐ Donate to charities or shelters.
- ☐ Sell online or host a yard sale.

## Step 7: Maintain Your New Space

- ☐ Do a quick 5-minute tidy every evening.
- ☐ Revisit decluttering every season.
- ☐ Remember: You’re creating a space that supports YOU.

## Final Reminder

Decluttering doesn’t have to mean getting rid of everything — it’s about making space for the things that matter to you.

- ☒ Trust the process.
- ☒ Be patient.
- ☒ Honor the space you’re creating for yourself.