



Choose one small area

Pick an area you can finish. Keep frequently used items within easy reach.

Area to reset

What is getting in the way

What must stay accessible

A realistic result for this session

Example: one drawer, not the whole home.



Decide where things go

For each item, choose an action: keep, donate, recycle or decide later. Check local recycling rules.

Item	Decision	Place / action

An item marked for donation still needs a handover plan.



A simple follow-up

End with a few concrete actions. If a task needs specialist equipment or skills, arrange suitable help.

Put back in place

Donate or recycle

What I do not need to buy

My next review date

Keep only the steps you will actually use.