



## Choose one small area

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

### Area to reset

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### What is getting in the way

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### What must stay accessible

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### A realistic result for this session

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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 |
|------|----------|----------------|
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|      |          |                |
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|      |          |                |
|      |          |                |

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

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## Donate or recycle

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## What I do not need to buy

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## My next review date

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Keep only the steps you will actually use.