

KEEP or TOSS

Decluttering helpful questions

- How long has it been since I used or needed this?
- Do I like it? Do I want it?
- Does it work properly? Is it broken or damaged?
- Do I have more of this kind of thing? How many do I need?
- If I keep this, what will I get rid of to make room for it?
- Can I locate this information somewhere else if I need it?

Adapted from University of Illinois, Clear the Clutter:
<https://web.extension.illinois.edu/clutter/clearing.html>

