CLUTTER

What is it?

Do I really need it?

NO

Trash

Someday / Maybe

For reference or short period of time only

YES

Which project should be done first?

Multi-step projects

Make a plan for action.

What next?

Will it take less than 2 minutes?

YES

DO IT!

Can someone else do it?

Wait for someone to do it!

NO

When can it be done?

Time line to do specific jobs.

Make a specific date to do it

This is a supplement for “Clean it Up, Clear it Out...”