

Declutter Reset

A calm five-step workbook for clearing one pressure point, making fewer decisions, and closing every loop you open.

Start with relief, not perfection.

Choose one visible pressure point. The goal is not to finish the whole room. The goal is to make one boundary quieter today.

1 / Choose one pressure point

- | | |
|--|---|
| ☐ Kitchen counter
Papers, chargers, snacks, returns. | ☐ Entryway
Shoes, bags, keys, mail, outgoing items. |
| ☐ Doom pile
A mixed pile with several kinds of decisions. | ☐ Paper stack
Forms, receipts, reminders, school papers. |
| ☐ Laundry surface
Clean piles and items waiting for a choice. | ☐ Other small boundary
One shelf, basket, drawer, or tabletop section. |

MY RESET ZONE

Name one physical boundary, not the whole room.

WHY IT FEELS LOUD

What does this area keep reminding you to do or decide?

TODAY'S FINISH LINE

Example: the counter is clear and every remaining item has one next step.

NOT PART OF TODAY'S RESET

Name the rooms, cabinets, or projects you will not open.

- | | |
|---|---|
| ☐ Time boundary
5 / 10 / 15 / 25 minutes | ☐ Two containers only
One for wrong-room items and one for things leaving. |
|---|---|

STEP TWO

Contain the Sort

Use four destinations so one mixed pile does not become six open piles across the room.

2 / Sort by destination, not tiny category

HOME NOW	It already has a real home and takes under two minutes to return.
NEXT ACTION	It needs a named verb: sign, call, return, repair, file, or decide.
LEAVE	Trash, recycling, donation, duplicate, or anything already released.
ASK + REVIEW	It needs another person or more information. Keep no more than five.

Your contained sorting map

Write the exact destination or next move. Keep the original boundary intact while you work.

ITEM OR GROUP	DESTINATION	EXACT NEXT MOVE	DONE

Close each destination before stopping.

Return known-home items. Take out trash and recycling. Put next-action items in one decision zone. Date every ask-later item. An open sorting container is simply a new pile with a better name.

STEP THREE

Decide Without the Guilt Loop

Hard items often hold a memory, identity, fear, or obligation. Name what the object represents before choosing what happens next.

Keeping the meaning does not always require keeping the object.

A photo, written memory, respectful offer, or intentional release can preserve what mattered without asking your home to store every symbol.

3 / Ask the question that unlocks the choice

- ☐ **Would I look for this if it disappeared?**
If not, it may not need to stay.
- ☐ **Does it support this season?**
Keep for the life you are living now.
- ☐ **Am I keeping the item or its meaning?**
Name the memory, promise, or identity.
- ☐ **Would one photo preserve enough?**
Useful for low-use sentimental objects.
- ☐ **Can I offer it by a real date?**
A specific person and deadline prevent limbo.
- ☐ **What would make release respectful?**
Thank it, record its story, donate, or recycle.

Decision notes

Use the next-step column for keep with a home, photograph, offer, release, or review on a real date.

ITEM	WHAT I AM HONORING	HONEST NEXT STEP	DATE

Permission: keeping an unwanted gift is not the only way to honor the person who gave it.

STEP FOUR

Give What Stays a Job

Do not buy a container for a vague pile. First define the category, its job, its home, and the rhythm that returns it there.

4 / Build the system before the organizer

ITEM OR CATEGORY	JOB	SIMPLE HOME	RESET CUE

Friction check

- ☐ **Easy to see**
Important items do not disappear.
- ☐ **Easy to reach**
Daily-use items are closest.
- ☐ **Easy to return**
One motion is better than four.
- ☐ **Capacity is visible**
The boundary tells you when to reset.
- ☐ **Family can understand it**
The label names a real category.
- ☐ **Breathing room remains**
A full container is already future work.

THE RESET RULE

After _____, we return _____ to _____.

Choose tools only after the job is clear.

If a tray, hook, basket, or paper holder would remove real friction, compare practical options after the system works on paper. [Open the calm-home tools guide.](#)

STEP FIVE

Close the Loop

A declutter session is complete when the destinations are closed, not when the first surface merely looks better.

5 / Plan every exit

ITEM OR GROUP	DESTINATION / PERSON	LEAVE BY	DONE

WEEKLY DEPARTURE

Day / time: _____ Existing trip or routine: _____

FINISH-LINE STATION

Location: _____ Capacity rule: when _____, it leaves.

Seven-day review

☐ **The boundary stayed mostly clear**

Yes / partly / no

☐ **Leaving items actually left**

Returns, donations, repairs, and borrowed items.

☐ **Every undecided item has a date**

No permanent maybe pile.

☐ **The system feels easier**

If not, remove a step or shrink the category.

WHAT REBUILT HERE?

The largest returning category is useful information.

ONE PREVENTION RULE FOR NEXT WEEK

Make it smaller than your ambition and easy enough to repeat.

Continue with one zone at a time at simplehomerhythm.com/decluttering.