

# THE L.E.S.S METHOD

Steps to a more organized space.

- BECAUSE UTILIZING L.E.S.S., GIVES YOU MORE -



## L EARN

Learn what you have, how you move through a space, what your tendencies are, what types of obstacles exist. Learn what each object, tool, or piece of paper is, how it got there, how you obtained it, how stacks or collections "happened". Learn where your brain tells you to look for something.

## E VALUATE

Once you learn about the items you have, Evaluate them. Are they useful, do they make the space better, are they a good reflection of you, do they make you more successful with the things you want to do, are they still relevant to your stage of life?



## S SORT



After you've evaluated items, Sort them into categories, including: Keep (in that space), Pitch/Recycle/Shred, Relocate, Donate. You may create other categories specific to the location. Keep all of your "Relocate" items together until you are finished sorting, then take them all out of the space at one time.

## S SYSTEM

Using the "Keep" items, we think through a System that will allow for easy retrieval AND easy return. This is where supplies may need to be purchased to support the System. This is the step that many people get out of order, prematurely getting excited about a System before actually processing the "stuff".

