

The TEASER System

When you get ready to sort through your piles, drawers, closets, cupboards, car, boxes of stuff, and anything else that needs to be sorted through, use the TEASER to help you determine what action you need to take on each article.

Get a garbage can or bag, 10 boxes (or you can make 10 piles with labels) and label them with the following:

Toss it

It's not yours, you don't know who it belongs to, it's outdated, it can't be repaired, you don't need it.

End it

You don't want it, you want to cancel it, or you don't read it.

Act on it

Needs an action, such as your signature, phone call, or immediate attention.

Store it

This will have three boxes: **Current Stuff**, **Things I Need to Reference**, and **Historical Stuff**.

Enter it

Information you need to enter into your planner, calendar, or computer.

Refer/Recycle/Read/Repair

It belongs to someone else, or you think they need it.

Use it again or put into a recycling bin.

Something you want or need to read.

Something that can be fixed.

Be ruthless, determined, and honest and sort all your stuff using the TEASER.

Finally, schedule a date and time to act on items you sorted.