

# ACCP

## **SORTING GUIDELINE**

For each room of the house - sort items into the following categories:

- 1. Keep/take with you**
- 2. Regift to friend or family member**
- 3. Sell/Consign**
- 4. Donate**
- 5. Recycle/Toss**

1. These are objects that have meaning **at this time**. Be mindful of how they will fit into your new space/life. When in doubt, don't take it. This category also includes files that need to be kept for legal purposes. Shred the rest.
2. Special items that you know would be appreciated by an acquaintance. Be sure to ask them first if they would like the item and depending on size, whether or not they can make arrangements to pick it up. Give them a date deadline.
3. If you are comfortable with online selling venues—and have the time to do it, you can pick up some extra cash. If not, consider consigning. Quality objects that have resale value include paintings and wall décor, rugs, furniture, vintage and antiques. China, collectibles, silver and crystal can also be consigned but you may not realize a very good return at this time. Brand label clothing can be designated to other consignment outlets - usually accepted on a seasonal basis. Garage sales generate fewer dollars and require time and space but you can add more categories like household and electronics.
4. Remaining items can be donated to a local nonprofit. Preferably one that picks up at your home. Check the ACP Resource page for donation options.
5. Junk, clutter, torn, broken, cracked, missing pieces, stained or expired. Check the ACP Resource page for recycle locations and guidelines. NOTE: Make it a goal to recycle vs. just throw in the trash. This includes electronics.

### HOW TO SORT:

Start with one room of the house and sort the five categories for each room.

Have boxes, bags, containers on hand. Make sure to keep your sizes manageable. Banker boxes are easy to stack, include handles and won't break your back. Use blue painter's tape to label each box and number 1 through 5 accordingly.

Place smaller items into boxes. Note: Make a reference list of what items have gone into the box. Tape the list to the outside of the box or keep the list in a handy folder.

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Remember, the goal is to create a fresh life.  
A smaller footprint brings more clarity and more options.  
Practice mindful clearing and regifting. LET GO and get free.

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