



# Sort Cards

**Print these six pages.**  
**Cut each in half along dashed line.**  
**Fold along solid line for individual cards**  
**with a front and back.**

Fold

## Tips to stay organized

Each item in your organized area now has a home, after each use return the item.

Always keep empty spaces in your organized area

Label

Decorate the area...if it's beautiful you will be motivated to keep organized

Note the time saved by being organized

Sort all papers as soon as they enter your home (this can be done within 5 to 10 minutes)

File – Act – Toss

Get the family involved with quick daily, weekly and monthly duties to maintain organization

## Sort Card Instructions

- ◆Do one area at a time. One drawer, one room, one garage. It's overwhelming to tackle the entire home.
- ◆Start by setting up 9 or 10 places to pile items. One card is blank to use if you have a unique pile. If the area is small use boxes or lay down towels for each card. If the area is larger you can lay down sheets or tarps in the driveway with a sort card for each. Do not set up piles in the area being sorting: you will be clearing the area completely.
- ◆Start in one location and work around the room, closet, or drawer, clockwise.
- ◆When picking up an item decide within one minute what pile it goes into. If you can't decide within a minute, put the item in the "?" pile. After the area is empty, quickly go through the "?" pile again. You will have a different prospective.
- ◆Sort until area is empty. Clean.
- ◆Add "KEEP" pile working with the largest and most used.
- ◆Important: Leave empty spaces.

**Please visit the web-site for additional  
decorating, inspiration or tips.**

**[Country Design Style](#)**



# KEEP

# BELONGS ELSEWHERE

1



2



Fold

## Keep

Item belongs in this pile if you answer yes to all questions below

You have used this item in the last year  
Belongs in the area being sorted-it is used near this area.  
There is room for the item

What to do with the stack of items: Clean items, add to area starting with the largest working to the smallest, keeping in mind how often you use the item. Watch for duplicate items...do you really need 23 bottles of lotion?

## Belongs Elsewhere

Item belongs in this pile if you answer yes to all questions below

You have used this item in the last year  
This item belongs in another area of your home or to someone else

What to do with the stack of items: Distribute these items to the correct location when the sort task is complete. If the item belongs to someone else...give it back. If the owner lives elsewhere decide to mail it back or let the owner know you are going to donate the item to charity.



# LONG TERM STORAGE

3



# REPAIR

4



Fold

## Long Term Storage

Item belongs in this pile if you answer yes to all questions below

You love this item

You use this item at least once a year

There is room for the item without paying to store it

What to do with the stack of items: Clean items making sure to use archival materials when necessary. Box items close and tape lid. Note the contents and date the box. Store in safe dry area with label exposed. If the item has great memories for you, think about taking a picture of the item and framing it, instead of storing the large stuffed purple elephant you won in 1977!

## Repair

Item belongs in this pile if you answer yes to all questions below

You use it or love it enough to repair

It would be cheaper to repair than buy a new one

What to do with the stack of items: Place the item and all the loose parts in the box with a lid. Note the contents and the date 6 months ahead on the outside. Mark in your calendar to repair yourself or send out to repair and the date in 6 months. If you have not repaired the item within 6 months...toss it!



# DONATE

# SELL

5



6



Fold

## Donate

Item belongs in this pile if you answer yes to all questions below

You know longer use it or you have outgrown it  
It is not broken  
If dirty it's able to be cleaned

What to do with the stack of items: Set up one location as the donate area. According to the amount gathered call for pick up or deliver to local charity on your next outing.

## Sell

Item belongs in this pile if you answer yes to all questions below

You know longer use it or you have outgrown it  
It is not broken  
If dirty it's able to be cleaned  
You have a planned date to hold a yard sale  
It could have some monetary value

What to do with the stack of items: Set up one location in your home to store sell items until you have the sale.

Read from Country Design Style [Yard Sale Tips](#)



# TRASH

# ?

7



8



Fold

## Trash

Item belongs in this pile if you answer yes to any one question below

You don't know what it is

You hate it

You have 23 others!

It's broken beyond repair

You don't use it or have out grown it

It's dirty beyond cleaning

What to do with the stack of items: Put recyclables in recycling bin, trash the rest.

## "?"

Items belong in this stack if you cannot decide within one minute what you want to do with the item.

What to do with the stack of items: After the area being sorted is empty, quickly go through the "?" pile again.

After clearing and sorting everything you will have a different perspective.

Continue until this stack is empty.



# HOMework

# YOUR UNIQUE SORT CARD

9



10



Fold

## Homework

Items belong in this stack that cannot be sorted within the time you have allotted to complete current area

File boxes of paper

Stacks of photos

Small jars of hardware, screws, nails, etc.

Small craft supplies

What to do with the stack of items: Set up a date to sort in the future using the sort cards. Shred any papers with personal information ***you do not need to keep.***

Get from Country Design Style [How long to keep paperwork](#)

## Your Unique Sort Card

Items belong in this stack if you have things that are associated with something unique to you. For example, hobbies, work at home, etc.

Again, please visit the web-site for additional services available  
[Country Design Style](#)

Thank you for using Country Design  
Style's Sort Cards

