

Guidelines for De-Cluttering

3 ½ Box Plan

Box 1 - Target Box (Pink Card)

Only items that belong in the room that is being cleaned get placed in this box. For example if cleaning out the kitchen, only kitchen related items are to be placed into this box. Ensure that items will be used. Place any items that are duplicates or you have not used in the last 12 months in the donate box.

Box 2 - Save Box (Blue Card)

Only items that are going to be saved are placed in this box. When cleaning out a room place items in this box that do not belong in the room you are working in, but the items have a definite purpose. Items saved should only be items that you use on a regular basis. For example, if you find a can opener in your living room, it should be placed in this box. These boxes will be sorted after the clutter has been removed from the dwelling.

Box 3 - Donate Box (Green Card)

Items to be donated will go into this box. Our goal is to allow one back up item for each item saved. All other items that are duplicates can be donated. Other items that do not have a definite use should be donated. Clothing that no longer fits should be placed in this box. Clothing that has not been worn in the last 12 months, should be considered for donation. Please contact your tax preparer regarding tax deductions for donations.

½ Box - Immediate Box (Red Card)

All important documents and items that need your immediate attention are to be placed in this box. For example, car titles, bills, tax information etc. This box needs to be emptied at the end of every day.

For more detailed information refer to “Overcoming Compulsive Hoarding”

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