



THE TEN REMINDERS · THE FULL METHOD'S IN THE BOOK

# Turn Down the Tap

*ten tips to get sorted – and stay that way*

- 1 Turn down the tap first.**  
You can't bail out a flood while it's still flooding. Slow what comes in before you sort what's there.
- 2 Cluster: embrace organised chaos.**  
Gather like with like before you do anything else – and don't throw a single thing away yet.
- 3 Closer counts.**  
You don't have to finish; just get things nearer their home. Never leave a room empty-handed.
- 4 Cut down before you box up.**  
You can't organise clutter. Declutter first; buy containers last (you'll need far fewer).
- 5 A container is a limit.**  
When the shelf, drawer or box is full, it's telling you how much you own. The shelf is the boundary.
- 6 Give everything one home.**  
A thing with a home gets *put away*; a homeless thing gets *put down*. Don't put it down – put it away.
- 7 Use extra boxes for hard calls.**  
The Procrastabox (with a date), give-to-family, gift, charity. Defer the agonising stuff; don't force it.
- 8 Clear yes, or it's a no.**  
For everyday stuff, hesitation is your answer. Keep the best one, not all of them.
- 9 One in, one out.**  
Every new thing means something similar leaves – at the door, today. This keeps the tap turned down for good.
- 10 Reset in a rhythm – and celebrate.**  
Daily 5-minute reset, weekly power hour; scheduled, not willed. Celebrate every small win – it's the engine, not soft.

## *And above all*

Care tasks are morally neutral. A messy house doesn't make you bad. You'll go round the cycle again – that's the design, not failure. Just reset, and carry on.

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A messy person's guide to getting sorted – and staying that way

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