



Date:

Key Considerations	Use It	<i>How frequently is it used?</i>	Count It	<i>How many items need to be accommodated?</i>
	See It	<i>Should it be visible/displayed or behind a door or in a drawer?</i>	Move It	<i>Is there a more appropriate place for it?</i>
			Toss It	<i>Is it time to dispose of it?</i>
	Plug It	<i>Does it require a nearby outlet?</i>		

[illegible]