Clutter Management Plan

- ***Start small - but START!***
- **Divide the project into manageable chunks.**
- **Separate clutter into:**
  - **Things for charity and natural disaster relief,**
  - **Things to sell,**
  - **Borrowed items that must be returned,**
  - **TRASH!**
- **Make a To-Do list, and check off finished items**
- **Give yourself a reward when finished.**

Contact the DOE HQ
Employee Assistance Program Manager
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for more information on managing clutter.