

SIMPLIFYING YOUR OFFICE AND YOUR LIFE

...RETAINING VERSUS TOSSING

Items	Feel Free to Toss or Recycle if...	Feel Free to Retain if...
<i>Business cards, assorted notes:</i>	You have many cards and never call anyone, or you can't recall someone or his goods or services.	You can compress and file them, and know you will use the information.
<i>Paper, files, documents:</i>	They're old, outdated, uninformative; they've been transferred to disk; they no longer cover your derriere.	It's your duty to retain them, you refer to them often, they have future value, or they simply comfort you.
<i>Reports, magazines:</i>	They're outdated or stacking up; you think you need them to keep up or you fear there will be a quiz!	They're vital to your career or well-being, you choose to retain them, or there <i>will</i> be a quiz.
<i>Books, guides directories:</i>	You've copied, scanned, or made notes on the key pages; they're obsolete or have updated versions, or you know you can chuck them.	They're part of a life collection, you refer to them monthly, they have sentimental value, or you simply <i>want</i> them.
<i>DVDs, CDs, videos, and A/V:</i>	You never play them, and, if you do, they don't evoke any feelings or memories. They play poorly.	You play them, you like them, and you couldn't bear to part with them. They're keepsakes.
<i>Outdated office equipment:</i>	You can donate or sell it; it's collecting dust, takes up valuable space, or it's simply in the way.	It serves a specific purpose, it adds to the decor, or it can be overhauled or revitalized.
<i>Mementos, memorabilia:</i>	They no longer hold meaning, you have many similar items, you don't have room, or you've changed.	They still evoke strong memories, you will hand them down someday, or they look good on display.
<i>Gifts, cards, presents:</i>	They're never in use or are not wanted, and the bestowers won't know or care that you tossed them.	You use them often, are glad you have them, or are saving them for some special reason.