



The *Decide Once* Worksheet

How This Worksheet Helps: Instead of deciding about every single item, create decision criteria you can use again and again. You'll reduce decision fatigue, make faster decisions, and move through clutter with greater confidence.

Item or Type of Item	My Criteria	Qty	Review Again	Notes



The *Decide Once* Worksheet ~ Example: Paper and Books

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Item or Type of Item	My Criteria	Qty	Review Again	Notes
Tax related financial papers			7 yrs	Ask financial advisor how long to keep
Magazines related to professional goals			2 yrs	
Personal bank and financial statements	Keep if I need to prove anything.		1 yr	Consider WHY I am keeping them
Books related to professional goals	Keep only those not available for kindle	35		
Self growth books & magazines	Keep all for now		2 yrs	
Books: health and wellness	As many as will fit on 3rd shelf in den			
Resources for fun things to do or places to go	Keep if info can't be found elsewhere		1 yr	
User and instruction manuals	Keep if still own items and refer to the manuals		3 yrs	
Computer software books/manuals	Keep only for products I still own		2 yrs	Become outdated quickly and often available on-line.