

A Place for the Things You Lose

Give the things you lose most often one fixed home each.

WHEN TO USE THIS

Use this after a week of hunting for the same few things over and over.

For each thing you lose, write where it ends up now and where it will live from now on.

THING	WHERE IT ENDS UP	WHERE IT LIVES NOW

Which spot would you actually walk past every day on the way in?

What is one change to that spot that makes it easier than dropping things anywhere?

A bowl by the door, a hook, an open box.

You are not building a filing system. One bowl by the door does most of the work.

Losing things is about the setup, not about how careful you are.