

Choose real or fictional examples. Skip private details; never include passwords, medical information or contact details.

You do not have to organize a whole room to make a useful change. Pick one small surface, shelf or work zone. Ten minutes is an experiment; stop safely when time is up and notice what became easier.

1. Choose one small space and sketch its zones.
2. Sort into belongs here, belongs elsewhere, recycle and ask.
3. Try the timed steps, with help if needed.
4. Compare before and after by usefulness, not perfection.

Draw just the chosen area. Mark a clear work spot and a home for important items.

A diagram showing a workspace layout. The workspace is divided into three main sections by vertical lines. The left section is labeled 'WORK SPACE'. The middle section is labeled 'ITEM HOMES'. The right section is labeled 'SORTING SPOT'. The 'ITEM HOMES' section contains several small, light blue rectangular blocks arranged in a grid-like pattern. The 'SORTING SPOT' section contains a single, larger light blue rectangular block.

List one or two items in each group. Ask before throwing uncertain items away.

BELONGS HERE	BELONGS ELSEWHERE
RECYCLE · checked first	ASK · uncertain item

My 10-Minute Space Reset · Practice & next steps

Continue your ideas from page 1. Write, draw, use symbols or ask someone to scribe. Share only what you choose.

3. Ten-minute reset

Try the sequence. Use a flexible timer or adult cue if you prefer.

- ☐ 0–2 minutes · collect visible items
- ☐ 2–5 minutes · sort into groups
- ☐ 5–8 minutes · return useful items
- ☐ 8–9 minutes · clear a work spot
- ☐ 9–10 minutes · check findability
- ☐ Stop safely · leave uncertain items to ask about

My addition / adjustment:

My next step

Before, it was hard to... Now... My next small reset is...

Optional stretch · Grades 6–8

Track one recurring source of clutter and redesign its return path instead of repeating the same sort.

Optional teacher / parent follow-up: Keep scope small and accessible. Do not expect students to manage other people's possessions.