



Clarifying Questions: Keep or Toss?

- What's the worst thing that could happen if I threw this away?
- If I threw this away now and discovered I needed it later, could I fairly easily replace it?
- By the time I *might* need this, will it be obsolete?
- If my office/home burned down, would I miss this item or information enough that I would actively seek to replace it?
- Does it have tax or legal implications? (If so, keep it.)
- Favorite question: HOW will it enhance my life to keep this?