



# Flowchart / Diagram completion

## Answer Key – Flowchart / Diagram completion

### Organising your space

1. **Remove** items from your room to get an idea of the space available.

The above sentence is a paraphrase of 'to **remove** everything so you can get a fresh perspective on what you want to do with the room'.

2. Establish sensible **goals** for your space.

The above sentence is a paraphrase of 'You can then set realistic **goals** for your space'

3. Make a decision about which **items** you want to keep and which items you will dispose of.

The above sentence is a paraphrase of 'in the process decide which **items** stay and which items go'.

Organise your space in a way that suits your way of life.

4. Divide your room into different sections and keep each item in a **specific** place.

The above sentence is a paraphrase of 'break down your room into manageable spaces and give the items you keep a **specific** location'.

5. Your most valued possessions should be **within** easy reach.

The above sentence is a paraphrase of 'Your most important items should be **within** an arm's length'.



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