**One**

**DRAW A PIE CHART TO REPRESENT THE ACTIVITIES IN YOUR LIFE.**

Be as realistic as possible.

Ask yourself: How do I spend my time? What activities do my days typically include? How much time do I spend at work, at the gym, at home, out with friends, etc.? Divide your pie chart accordingly.

**Two**

**REMOVE EVERYTHING FROM YOUR CLOSET AND LAY IT ON YOUR BED.**

This sounds extreme, but emptying your closet is the key to success.

As you eventually put your YES pieces back into the closet, you'll see your style with surprising clarity. But that won't happen if your closet is still cluttered with MAYBE pieces.

**Three**

**REFERENCING YOUR PIE CHART, SORT EVERYTHING INTO FOUR PILES: YES, MAYBE, NO, AND SEASONAL.**

**YES** I love this piece and would wear it right now because it fits and is appropriate for my lifestyle.

Diagnosis: Put it back in your closet.

**MAYBE** I feel like I should like this piece, but it feels a little off, so I never really wear it.

Diagnosis: Donate or give it to a friend. If you're nervous and want a safety net, store it. If you haven't missed it in a month or two, it's time to part with it.

**NO** I never wear this piece because it doesn't fit or doesn't match my lifestyle.

Diagnosis: Store it.

**SEASONAL** I love this piece, but it's for a different season.

Diagnosis: Store it in a special spot, separate from your MAYBE and SEASONAL pieces.

You can add a fifth pile:

**nostalgia** I never wear this, but it has significance, so I don't want to get rid of it.

Diagnosis: Store it in a special spot, separate from your MAYBE and SEASONAL pieces.

**Four**

**ANALYZE WHICH CLOTHING ITEMS MADE THE CUT AND WHICH DIDN'T.**

Before you say farewell to your NO and MAYBE piles, pull out five pieces that you thought you'd love but never wore for some reason. Make notes on why those items didn't work for you. Then return them to the NO/MAYBE piles.

Put your YES pieces back in your closet and step back. Jot down a few quick notes about your five favorite pieces and why they work. Use these insights when you consider buying a new item.

**Five**

**FINISH YOUR CAPSULE.**

Looking at your YES pieces in your closet will probably reveal a strong foundation for your capsule, but you'll also likely see gaps in your wardrobe.

Instead of buying new clothes right away, give yourself some breathing room and live with your wardrobe as-is for a week or so.

During that time settle on a capsule formula, if you want one—a certain number of tops, bottoms, shoes, dresses and/or jackets that seems like a good target for you.

Finally, make a shopping list as you see gaps in your wardrobe. Slowly and intentionally add to your wardrobe when you find the right pieces that you love.