全球银龄学院

Global Academy of Lifelong Learning

# Downsizing & Organizing Your Home

# 精简生活，整理家居

A Self-Study Course in 8 Lessons

8 节自学课程



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**Welcome / 欢迎**

This course is about making your home calmer, safer, and easier to live in — one small step at a time. Downsizing does not mean giving up the things you love. It means keeping what truly matters, letting go of what no longer serves you, and arranging your home so it works for the life you live now. There is no rush, no pressure, and no right answer except the one that feels right to you.

本课程帮助您把家变得更安静、更安全、更宜居——一次只迈一小步。精简生活并不意味着放弃您喜爱的东西，而是留下真正重要的，放下不再需要的，并把家布置得适合您现在的生活。不用着急，没有压力，也没有标准答案，只有让您觉得舒服的答案。

**A gentle promise / 温柔的约定：** Every decision in this course belongs to you. If something feels too hard today, leave it for another day. If a memory makes you pause, that pause is allowed. You may ask family or friends for help, but no one else should decide for you. Go slowly, rest often, and celebrate every small win.

温柔的约定：本课程中的每一个决定都属于您自己。如果今天某件事让您觉得太难，就留到改天；如果一段回忆让您停下来，这样的停顿是被允许的。您可以请家人朋友帮忙，但不应该由别人替您做决定。慢慢来，常常休息，并为每一个小小的进步庆祝。

## How to Use This Course / 如何使用本课程

Work through one lesson at a time. Each lesson takes about 60 minutes, but you may split it into shorter sessions — even fifteen minutes counts. Read the goal, follow the numbered steps slowly, try the practice activity, and finish with the short quiz. The quiz answers are at the end of each lesson. Grade yourself, and do not worry about a perfect score. At the end of the course you will find a progress checklist and a blank home plan to fill in.

请一次学习一课。每课约 60 分钟，但您也可以拆成几次短时间学习——哪怕十五分钟也算数。先读学习目标，慢慢跟随编号步骤，完成练习活动，最后做小测验。每课末尾附有答案，请自己评分，不必追求满分。课程最后附有学习进度清单和一份空白的家居计划表，供您填写。

What you need: a small box or bag for sorting, a few sticky notes or labels, a pen, and a timer or clock. That is all. You do not need to buy anything special. For heavy items, always ask another person for help — never lift alone what you cannot lift safely.

您需要准备：一个用于分类的小箱子或袋子、几张便签或标签、一支笔和一个计时器或钟。就这些，不需要购买任何特别的东西。搬重物时一定要请别人帮忙——千万不要独自搬运自己搬不动的东西。

**Words you will meet / 您会遇到的词语：** *Downsizing*（精简） means

reducing what you own on purpose, so your home is easier to manage. *Decluttering*（整理杂物） means clearing away things that pile up and get in the way. A *sorting station*（分类区） is one table or corner where you place things while you decide about them. A *keep box*（保留箱） holds the things you have decided to keep.

词语解释：Downsizing（精简）指有意识地减少物品，让家更容易打理。Decluttering（整理杂物）指清除堆积起来碍事的东西。Sorting station（分类区）是您放置待决定物品的一张桌子或一个角落。Keep box（保留箱）装着您决定留下的东西。

# Lesson 1: Why Less Can Mean More / 第 1 课：少即是多，为什么东西少了反而更好

> **Goal / 学习目标：** By the end of this lesson, you can explain in your own words three ways a simpler home can help you: more freedom, more safety, and more peace of mind.
> 学完本课，您能用自己的话说出更简单的家能在三个方面帮助您：更自由、更安全、更安心。

## 1. Freedom: less to clean, less to worry about / 自由：要打扫的少了，要操心的也少了

Every object in a home asks for a little attention: dusting, washing, repairing, finding a place for it. When there are fewer objects, each day asks less of you. Cleaning takes less time. Finding your keys, your glasses, or your favorite sweater becomes easy. Many people say that after clearing one room, they feel lighter — as if the room can breathe again.

家里的每件东西都需要一点照料：掸灰、清洗、修理、找地方放。东西少了，每天需要您操心的事就少了。打扫更快了，找钥匙、眼镜或最喜欢的毛衣也更容易了。许多人说，清理完一个房间后，感觉整个人都轻松了，好像房间又能呼吸了。

## 2. Safety: clear paths protect you / 安全：畅通的通道保护您

Clutter on the floor — shoes, boxes, cords, stacks of paper — is one of the most common causes of falls at home. A clear path from your bed to the bathroom, and from your chair to the kitchen, is a safety measure, not just tidiness. In this course we will pay special attention to walkways, stairs, and the bathroom, because those are the places where safety matters most.

地板上的杂物——鞋子、箱子、电线、成摞的纸——是居家跌倒最常见的原因之一。从床到卫生间、从椅子到厨房的畅通道路，是一项安全措施，而不仅仅是整洁。本课程将特别关注走道、楼梯和卫生间，因为这些地方的安全最重要。

## 3. Peace of mind: a home that matches your life now / 安心：家与现在的生活相配

Our homes often hold the life we used to live: children's schoolbooks long after they grew up, tools for hobbies we no longer enjoy, dishes for twelve when dinner is usually for two. Letting go of those things is not forgetting the past. It is making room for the life you live now — and for the people and activities that matter today.

我们的家里常常装着过去的生活：孩子长大后留下的课本、不再喜欢的爱好的工具、平时只两个人吃饭却备着十二个人的餐具。放下这些东西不是忘记过去，而是为现在的生活腾出空间——为今天重要的人和事腾出空间。

> **Try this / 试一试：** Walk slowly through your home with a notebook. Write down three places that feel crowded or hard to use, and one place that already feels calm and easy. Then write one sentence: "I would like my home to feel more _____." Keep this sentence. You will return to it in Lesson 8.
>
> 请慢慢走过您的家，拿着笔记本记下三个感觉拥挤或不方便的地方，和一个已经感觉安静舒适的地方。再写一句话：“我希望我的家感觉更___ ___。”请留着这句话，第 8 课时您还会用到它。

**Check yourself / 自我检查 — Quiz 1**

1. Name two ways fewer belongings can make daily life easier.
2. True or false: Clutter on the floor can increase the risk of falls.
3. Which is a safety priority in this course: (a) clear walkways, (b) matching curtains, (c) expensive decorations?
4. True or false: Letting go of an old object means forgetting the memory attached to it.
5. What is a "sorting station"?

**Answers / 答案：** 1. Any two of: less cleaning, easier to find things, less worry, more time, feeling lighter. 2. True. 3. (a). 4. False — you can keep the memory while letting go of the object. 5. One table or corner where you place things while you

decide about them.

# Lesson 2: Starting Small: One Drawer, One Shelf, One Win / 第 2 课：从小处开始：一个抽屉、一个架子、一次成功

> **Goal / 学习目标：** By the end of this lesson, you can start and finish one small organizing task in fifteen minutes, and you can explain why small wins matter more than big plans.
>
> 学完本课，您能在十五分钟内开始并完成一项小的整理任务，并能说出为什么小的成功比宏大的计划更重要。

## 1. Why big plans fail and small wins work / 为什么宏大计划常常失败，而小的成功却有效

Many people begin by saying, "This weekend I will organize the whole house." By Saturday afternoon they are tired, the house looks worse than before, and they give up. The whole house is too big a job for one day. One drawer is a job you can finish. A finished drawer gives you energy and confidence. Confidence is what carries you to the next drawer.

许多人一开始就说：“这个周末我要把整个家都整理好。”到了周六下午，他们累了，家里看起来比之前更乱，于是放弃了。整个家对一天来说任务太大了，而一个抽屉是可以完成的任务。完成一个抽屉会给您能量和信心，而信心会带您走向下一个抽屉。

## 2. The fifteen-minute method / 十五分钟法

1. **Choose one small place / 选一个小地方：** One drawer, one shelf, or the top of one table. Not a room. Not a closet.
2. **Set a timer / 定好时间：** Fifteen minutes. When the timer rings, you stop — even if you are in the middle of something.
3. **Take everything out / 全部拿出来：** Empty the drawer onto a table so you can see what is really there.
4. **Sort into three groups / 分成三组：** Keep here, move elsewhere, let go. (We will practice the four-way sort in Lesson 3.)
5. **Put back only what belongs / 只放回属于这里的东西：** Everything else goes to its new place or its new home right away.
6. **Stop and enjoy / 停下来欣赏：** Open the drawer, look at it, and enjoy the result. This step matters.

## 3. When to stop / 什么时候停下来

Stop when the timer rings, when you feel tired, or when you feel upset. Organizing while exhausted leads to poor decisions and bad feelings. A drawer finished happily is worth more than a room finished miserably. Rest is part of the work, not a break from it.

计时器响时、感到累时或感到难过时就停下来。疲惫时整理容易做出不好的决定，也容易心情低落。开开心心完成一个抽屉，比痛苦地完成一个房间更有价

值。休息是工作的一部分，而不是工作的中断。

> **Try this / 试一试：** Set a timer for fifteen minutes and organize one drawer — a kitchen drawer, a bedside drawer, or a desk drawer. Follow the six steps above. When you finish, write down how the drawer looks now and how you feel. If you feel good, choose tomorrow's drawer now.
>
> 请定好十五分钟的计时器，整理一个抽屉——厨房抽屉、床头抽屉或书桌抽屉都可以。按上面的六个步骤做。完成后写下抽屉现在的样子和您的感受。如果感觉不错，现在就选好明天的抽屉。

**Check yourself / 自我检查 — Quiz 2**

1. What is the first step of the fifteen-minute method?
2. True or false: You should keep going even after the timer rings if the drawer is not finished.
3. Which is a good first task: (a) the whole garage, (b) one kitchen drawer, (c) every closet in the house?
4. Why is it important to stop and enjoy the finished drawer?
5. What should you do if you feel tired or upset while organizing?

**Answers / 答案：** 1. Choose one small place — one drawer, one shelf, or one

tabletop. 2. False — stop when the timer rings. 3. (b). 4. It gives you energy and confidence for the next task. 5. Stop and rest; rest is part of the work.

# Lesson 3: Sorting with Kindness: Keep, Gift, Donate, Recycle / 第 3 课：温柔地分类：留下、赠送、捐赠、回收

> **Goal / 学习目标：** By the end of this lesson, you can sort a group of belongings into four groups — keep, gift, donate, recycle — and you can use three gentle questions to help you decide.
>
> 学完本课，您能把一组物品分成四类——留下、赠送、捐赠、回收，并能用三个温柔的问题帮助自己做决定。

## 1. The four groups / 四个组

1. **Keep / 留下：** Things you use, love, or truly need. They earn a place in your home.
2. **Gift / 赠送：** Things a specific family member or friend would enjoy. Give them directly, with love, and without expecting anything back.
3. **Donate / 捐赠：** Things in good condition that could help strangers — charity shops, shelters, community centers, and libraries often welcome them.
4. **Recycle or discard / 回收或处理：** Things that are broken, worn out, or no longer safe. Let them go without guilt.

## 2. Three gentle questions / 三个温柔的问题

For each object, ask: (1) "Have I used it in the past year?" (2) "Would I buy it again today?" (3) "Does it make my life better or only heavier?" If the answers are mostly no, the object is ready to leave your home — and that is a kind decision, not a harsh one. If you cannot decide, put the object in a "maybe box," write today's date on it, and look again in one month. If you did not open the box, you have your answer.

对每件东西问三个问题：（1）“过去一年我用过它吗？”（2）“今天我还会再买它吗？”（3）“它让我的生活更好，还是更沉重？”如果大多是否定的，这件东西就准备好离开您的家了——这是一个温柔的决定，而不是苛刻的决定。如果实在无法决定，就把它放进“待定箱”，写上今天的日期，一个月后再看。如果这一个月您都没打开箱子，答案就清楚了。

## 3. A note about guilt / 关于内疚的一点话

Guilt is the most common reason people keep things they do not need: "My mother gave me this." "It cost a lot of money." "Someone might need it one day." Remember: the love was in the giving, not in the keeping. A gift has already done its work when it made you happy. Keeping an unused gift out of guilt honors no one — least of all you.

内疚是人们留着不需要的东西最常见的原因：“这是我妈妈给我的。”“它花了不少钱。”“也许哪天有人需要它。”请记住：爱在赠送的那一刻就已经表

达了，而不是在保存中。一件礼物在让您开心时就已经完成了它的使命。出于内疚留着一件不用的礼物，对谁都没有好处——最没有好处的是您自己。

> **Try this / 试一试：** Choose ten small objects from one shelf. Sort them into the four groups using the three questions. Write down how many went into each group, and one object you found hardest to decide about — and why. If you used a "maybe box," label it with today's date.
>
> 请从一个架子上选十件小东西，用三个问题把它们分成四类。写下每类各有几件，以及最难决定的一件东西——和原因。如果您用了“待定箱”，请在上面标好今天的日期。

**Check yourself / 自我检查 — Quiz 3**

1. Name the four sorting groups.
2. What are the three gentle questions?
3. True or false: A "maybe box" should be opened again after one month.
4. Which group is right for a working lamp you no longer use: (a) recycle, (b) donate, (c) keep?
5. What is a kind answer to gift guilt?

**Answers / 答案：** 1. Keep, gift, donate, recycle or discard. 2. Have I used it in the past year? Would I buy it again today? Does it make my life better or only heavier? 3. True. 4. (b). 5. The love was in the giving, not in the keeping; a gift has already done its work when it made you happy.

# Lesson 4: Paper, Photos, and Memories: What to Keep and How / 第 4 课：纸张、照片与回忆：留什么，怎么留

> **Goal / 学习目标：** By the end of this lesson, you can name which papers must be kept safe, how to protect your most precious photos, and one way to keep a memory without keeping the object.
>
> 学完本课，您能说出哪些文件必须妥善保管、如何保护最珍贵的照片，以及一种不保留实物也能留住回忆的方法。

## 1. Papers: keep safe, keep together / 文件：妥善保管，集中存放

Most household paper can go. Old bills, expired coupons, and outdated manuals are safe to recycle. But a small set of papers must be kept safe and together, where you can find them quickly: identification documents, property papers, insurance papers, medical records, and bank account information. Keep these in one folder or box, in a place you can reach easily — and tell one trusted family member where they are. For anything about wills, property, or money decisions, talk with your family or a trusted professional; this course does not give legal or financial advice.

家里的大多数纸张都可以处理掉。旧账单、过期优惠券和过时的说明书都可以安全回收。但有一小部分文件必须妥善保管并集中存放，以便快速找到：身份

证明、房产文件、保险文件、医疗记录和银行账户信息。请把它们放在一个文件夹或盒子里，放在容易拿到的地方，并告诉一位信任的家人它们在哪里。凡是涉及遗嘱、房产或金钱决定的事，请与家人或信任的专业人士商量；本课程不提供法律或财务建议。

## 2. Photos: choose the best, protect the rest / 照片：选出最好的，保护其余的

Boxes of photos can feel overwhelming. Start with a simple rule: keep the photos that show faces you love, places that matter, and moments you want to remember — and let go of blurry duplicates and pictures of people you cannot name. Keep the best photos in albums or labeled boxes, away from damp and sunlight. If a family member can help, ask them to photograph or scan your favorites, so the memories are safe even if the paper fades.

成箱的照片可能让人不知所措。从一个简单的规则开始：留下那些拍着您爱的人的脸、重要的地方和想记住的时刻的照片；放下模糊的重复照片和认不出是谁的照片。把最好的照片放在相册或贴好标签的盒子里，远离潮湿和阳光。如果家人能帮忙，请他们把您最喜欢的照片拍下来或扫描存档，这样即使纸质照片褪色，回忆也还在。

### 3. Keeping a memory without keeping the object / 不保留实物也能留住回忆

Children's school projects, a parent's old coat, a souvenir from a long-ago trip — sometimes the object is too big to keep but the memory is too dear to lose. Take a photo of the object, write down the story behind it in a few sentences, and keep the photo and the story together. Many families make a "memory book" this way: one page per object, with a photo and a story. The book takes one shelf. The objects took a whole room.

孩子的学校作品、父母的一件旧外套、很久以前旅行带回的纪念品——有时候实物太大留不下，但回忆又太珍贵舍不得丢。给这件东西拍张照片，用几句话写下它背后的故事，把照片和故事放在一起。许多家庭就是这样做“回忆册”的：一件东西一页，配上照片和故事。一本册子只占一个架子，而那些实物曾经占了一整个房间。

> **Try this / 试一试：** Choose one small pile of paper or one small photo envelope. Sort it using today's rules: recycle what is outdated, file what must be kept safe, and choose five photos to keep. For one object you let go of, write its story in three sentences and keep the sentences.
>
> 请选一小摞纸或一小包照片，按今天的规则分类：回收过时的，归档必须妥善保管的，选出五张要留下的照片。对一件您放下的东西，用三句话写下它的故事，并把这几句话留下来。

**Check yourself / 自我检查 — Quiz 4**

1. Name three kinds of papers that must be kept safe together.

2. True or false: All old bills and expired coupons should be kept forever.

3. Which photos should you keep first: (a) blurry duplicates, (b) faces you love and moments you want to remember, (c) pictures of people you cannot name?

4. What is a "memory book"?

5. Who should you talk with about wills, property, or money decisions?

**Answers / 答案：** 1. Any three of: identification documents, property papers, insurance papers, medical records, bank account information. 2. False — outdated paper is safe to recycle. 3. (b). 4. A book with one page per object: a photo and the story behind it. 5. Your family or a trusted professional.

# Lesson 5: Rooms That Work for You Now: Kitchen, Bedroom, and Bathroom / 第 5 课：让房间为现在的您服务：厨房、卧室和卫生间

> **Goal / 学习目标：** By the end of this lesson, you can arrange three rooms so that daily items are within easy reach, walkways are clear, and medicines and important things are easy to find.
>
> 学完本课，您能把三个房间布置得让日常用品触手可及、走道畅通、药品和重要物品容易找到。

## 1. The kitchen: everything you use every day, within reach / 厨房：每天用的东西，都在顺手的地方

1. **Daily items low and near / 常用物品放低处、放近处：** Cups, plates, and the kettle you use every morning belong at waist height, near where you use them — not on a high shelf.
2. **One of each is enough / 每样一件就够了：** Most kitchens hold three spatulas, five saucepans, and mugs for a crowd. Keep your favorites; donate the rest.
3. **Clear the counters / 清空台面：** A clear counter is safer for cooking and easier to clean. Appliances you use weekly can live in a cupboard.

## 2. The bedroom: rest comes first / 卧室：休息第一

Keep the path from your bed to the door and to the bathroom completely clear — no shoes, boxes, or cords on the floor. Keep a small light you can switch on without getting up, and keep your phone, glasses, and water within arm's reach of the bed. Clothes you have not worn in a year can go to the donate group from Lesson 3.

从床到门、到卫生间的路要完全畅通——地板上不要放鞋子、箱子或电线。准备一盏不用起床就能打开的小灯，把手机、眼镜和水放在床边伸手可及的地方。一年没穿过的衣服可以归入第 3 课的捐赠组。

## 3. The bathroom: safety and reach / 卫生间：安全与顺手

Keep medicines in one place, clearly labeled, and check expiry dates twice a year. Throw away expired medicines safely — ask your pharmacy how they accept returns. Keep daily toiletries together in one basket or tray, and keep the floor dry and clear. If you use a walking aid, make sure it fits through the door and has a place to stand.

药品要集中放在一处，标签清楚，每年检查两次有效期。过期药品要安全处理——可以问药房如何回收。日常洗漱用品集中放在一个篮子或托盘里，保持地面干燥畅通。如果您使用助行器，要确保它能进出房门，并且有地方安放。

> **Try this / 试一试：** Choose one room — kitchen, bedroom, or

> bathroom — and do three things: (1) move one daily item to an easier place, (2) clear one walkway completely, (3) remove five things that do not belong there. Write down what changed and how the room feels now.
>
> 请选一个房间——厨房、卧室或卫生间，做三件事：（1）把一件日常用品移到更顺手的地方，（2）彻底清空一条走道，（3）拿走五件不属于那里的东西。写下变化和房间现在的感觉。

**Check yourself / 自我检查 — Quiz 5**

1. Where should daily kitchen items be kept?
2. True or false: The path from bed to bathroom should be completely clear.
3. How often should you check medicine expiry dates?
4. What should you do with expired medicines?
5. Which is best for a clear kitchen counter: (a) keep every appliance out, (b) store weekly appliances in a cupboard, (c) stack things higher?

**Answers / 答案：** 1. At waist height, near where you use them. 2. True. 3. Twice a year. 4. Dispose of them safely — ask your pharmacy how they accept returns. 5. (b).

# Lesson 6: Letting Go of Big Things: Furniture, Collections, and Gifts / 第 6 课：放下大件东西：家具、收藏和礼物

> **Goal / 学习目标：** By the end of this lesson, you can make a plan for one big item — furniture, a collection, or a gift — including who to ask for help and how to say goodbye to it kindly.
>
> 学完本课，您能为一件大东西——家具、收藏或礼物——制定一个计划，包括请谁帮忙和如何温柔地与它告别。

## 1. Furniture: one piece at a time / 家具：一次一件

Big furniture cannot be sorted in fifteen minutes, and that is fine. Choose one piece: the heavy armchair no one sits in, the extra table, the cabinet that blocks the light. Ask yourself the three questions from Lesson 3. Then make a plan: who can help you move it, where it will go (a family member, a charity collection, a community sale), and when. Write the plan down. A plan with a date is much more likely to happen than a wish.

大家具无法在十五分钟内分类完毕，这没关系。先选一件：没人坐的沉重扶手椅、多余的桌子、挡住光线的柜子。用第 3 课的三个问题问问自己。然后制定计划：谁能帮您搬它、它去哪里（家人、慈善机构回收、社区义卖）、什么时候。把计划写下来。有日期的计划比一个愿望更容易实现。

## 2. Collections: keep the best, share the rest / 收藏：留下最好的，分享其余的

Collections — stamps, teacups, books, ornaments — often grow one gift at a time until they fill shelves and cupboards. Try this kind rule: choose your ten favorites and display them where you can enjoy them every day. Offer the rest to family members who would treasure them, donate them, or sell them as a group. A collection you can see and enjoy is worth more than a collection shut in boxes.

收藏——邮票、茶杯、书籍、摆件——常常是一件礼物一件礼物地增加，直到塞满架子和柜子。试试这条温柔的规则：选出您最喜欢的十件，摆在每天都能欣赏到的地方。其余的送给会珍惜它们的家人，或捐赠，或整批出售。能看见、能欣赏的收藏，比锁在箱子里的收藏更有价值。

## 3. Saying goodbye kindly / 温柔地告别

It is normal to feel sad when a big thing leaves. Thank it, if that helps: "You served our family well." Take a photo if you wish, write its story in a sentence or two for your memory book, and then let it go. Sadness and relief can live side by side — many people feel both, and both feelings are allowed.

大件东西离开时感到难过是很正常的。如果有帮助，可以感谢它：“你为我们家服务得很好。”如果愿意，拍张照片，用一两句话写下它的故事放进回忆册，

然后放手。难过和轻松可以同时存在——许多人两种感觉都有，而两种感觉都是被允许的。

> **Try this / 试一试：** Choose one big item you have been thinking about. Write a short plan: what it is, where it could go, who can help you move it, and a date to do it. If you wish, write one sentence of thanks or one sentence of its story.
> 请选一件您一直在考虑的大东西，写一个简短的计划：它是什么、可以去哪里、谁能帮您搬、什么时候做。如果愿意，写一句感谢的话或一句它的故事。

**Check yourself / 自我检查 — Quiz 6**

1. What should a plan for a big item include?
2. True or false: Big furniture should be sorted in fifteen minutes like a drawer.
3. What is the "ten favorites" rule for collections?
4. Which is a kind way to say goodbye to an object: (a) thank it and keep its photo and story, (b) throw it away angrily, (c) hide it in another room?
5. True or false: Feeling both sad and relieved when something

leaves is normal.

**Answers / 答案：** 1. What it is, where it will go, who can help move it, and a date. 2. False — big items need a plan and help. 3. Choose your ten favorites to display and enjoy; share, donate, or sell the rest. 4. (a). 5. True.

# Lesson 7: Sharing with Family: Conversations Without Pressure / 第 7 课：与家人分享：没有压力的对话

> **Goal / 学习目标：** By the end of this lesson, you can start a calm family conversation about your belongings, listen to what family members want, and say clearly what you have decided — without pressure on either side.
>
> 学完本课，您能平静地开启一次关于物品的家庭对话，听听家人想要什么，并清楚地说出您的决定——双方都没有压力。

## 1. Why these conversations are hard / 为什么这些对话很难

Belongings carry feelings. A child may hear "I am giving away the table" and feel "You are giving away my childhood." A parent may hear "Keep everything" and feel "I will never be free of this house." Naming the feeling helps: "I know this table holds memories for you. I am not erasing those memories. I am asking what you would like to keep." When feelings are spoken, decisions become easier.

物品承载着感情。孩子听到“我要把桌子送走”，可能理解为“你要把我的童年送走”。父母听到“什么都留着”，可能感到“我永远摆脱不了这个家”。把感受说出来会有帮助：“我知道这张桌子承载着你的回忆，我不是要抹掉这些回忆，我是想问问你想留下什么。”当感受被说出来，决定就更容易了。

## 2. How to begin / 如何开始

1. **Choose a calm time / 选一个平静的时刻：** Not during a holiday rush or an argument. A quiet afternoon and a cup of tea work better.
2. **Start with your own wishes / 先说您自己的愿望：** "I would like my home to be easier and safer for me. I would love your help with a few decisions."
3. **Offer, never push / 只提供选择，绝不强迫：** "Would you like this? If not, I will donate it, and that is fine too." A gift that is forced is not a gift.
4. **Accept "no" gracefully / 优雅地接受“不”：** If no one wants an item, donating it is a good ending. Your home is not a storage room for other people's "maybe."
5. **Write decisions down / 把决定写下来：** Who receives what, and when. A short note prevents later confusion and arguments.

## 3. When family disagrees / 家人意见不一致时

Disagreements happen. If an item matters deeply to someone, consider a waiting period: the item stays for three months while everyone thinks. If it still matters, find a keeper or a shared solution, such as photographing it for the memory book. If an item involves money, property, or a will, talk with your family or a trusted professional — this course does not give legal or financial advice.

意见不一致是会发生的。如果某件东西对某人非常重要，可以考虑一段等待期：东西先留三个月，让大家想想。如果仍然重要，就找一位保管人或共同的解决办法，比如为它拍张照片放进回忆册。如果某件东西涉及金钱、房产或遗嘱，请与家人或信任的专业人士商量——本课程不提供法律或财务建议。

> **Try this / 试一试：** Think of one item a family member might want. Write down how you would offer it in two or three gentle sentences, starting with your own wish and ending with freedom to say no. If you feel ready, make the call or send the message this week.
> 请想一件家人可能想要的东西，写下您会如何用两三句温柔的话提供它——先说您自己的愿望，最后给对方说“不”的自由。如果您觉得准备好了，本周就打个电话或发条信息。

**Check yourself / 自我检查 — Quiz 7**

1. Why can "I am giving away the table" feel painful to a child?
2. Which is a good time for this conversation: (a) a quiet afternoon with tea, (b) during a holiday rush, (c) in the middle of an argument?
3. True or false: A gift that is forced is still a gift.
4. What should you do if no family member wants an item?

5. Why is it helpful to write decisions down?

**Answers / 答案：** 1. Because belongings carry feelings and memories; the child may hear it as losing childhood memories. 2. (a). 3. False — offer, never push. 4. Donating it is a good ending. 5. A short note prevents later confusion and arguments.

# Lesson 8: My Home Plan: A Calmer, Safer Home Step by Step / 第 8 课：我的家居计划：一步一步，家更安静、更安全

> **Goal / 学习目标：** By the end of this lesson, you can write your own home plan: three small tasks for this month, one safety check, and one promise to yourself about pace and kindness.
>
> 学完本课，您能写出自己的家居计划：本月三项小任务、一项安全检查，以及一个关于节奏与温柔的自我约定。

## 1. Look back at your sentence / 回顾您写下的那句话

In Lesson 1 you wrote: "I would like my home to feel more _____." Read it again now. Does it still fit? Change it if you wish. This sentence is the heart of your plan. Every task you choose should serve it — not someone else's idea of a perfect home, but your idea of a home that feels right.

第 1 课时您写过：“我希望我的家感觉更_____。”现在再读一遍，它还合适吗？如果想改就改改。这句话是您计划的核心。您选择的每一项任务都应该服务于它——不是别人心目中完美的家，而是让您觉得舒服的家。

## 2. Build your plan / 制定您的计划

1. **Three small tasks for this month / 本月三项小任务：** One drawer,

one shelf, one walkway — or any three fifteen-minute tasks from this course. Write them with dates.

2. **One safety check / 一项安全检查：** Walk through your home once and check: Are walkways clear? Are cords out of the way? Are medicines labeled and in date? Fix one safety issue this week.
3. **One person to ask / 一位可以求助的人：** Write the name of one family member or friend you can ask for help with heavy items or hard decisions.
4. **One promise about pace / 一个关于节奏的约定：** For example: "I will work fifteen minutes at a time, rest when I am tired, and never shame myself for going slowly."

### 3. Keeping it going / 坚持下去

Organizing is not a one-time event. Things will pile up again — that is normal life, not failure. Once a month, spend fifteen minutes on one small place. Once a season, check your safety paths and your medicine dates. And whenever you finish a task, stop and enjoy it, just as you learned in Lesson 2. A calmer home is built the same way it is kept: one small win at a time.

整理不是一次性的事。东西还会再堆起来——这是正常生活，不是失败。每月花十五分钟整理一个小地方，每季检查一次安全通道和药品有效期。每完成一项任务，都像第 2 课学的那样停下来欣赏它。更安静的家就是这样建成的，也

是这样保持的：一次一个小的成功。

> **Try this / 试一试：** Fill in the home plan below. Write your three tasks with dates, your safety check, your helper's name, and your promise about pace. Put the plan where you can see it — on the refrigerator, by your desk, or inside a kitchen cupboard door.
>
> 请填写下面的家居计划。写下三项任务及日期、安全检查、帮忙的人的名字，以及关于节奏的约定。把计划放在看得见的地方——冰箱上、书桌旁或厨房柜门内侧。

**Check yourself / 自我检查 — Quiz 8**

1. What are the four parts of your home plan?
2. True or false: Once you finish organizing, things will never pile up again.
3. How often should you spend fifteen minutes on one small place to keep things going?
4. Which sentence should your tasks serve: (a) someone else's idea of a perfect home, (b) your own sentence from Lesson 1, (c) a magazine photo?
5. What should you do whenever you finish a task?

**Answers / 答案：** 1. Three small tasks for this month, one safety check, one person to ask, one promise about pace. 2. False — things piling up again is normal life, not failure. 3. Once a month. 4. (b). 5. Stop and enjoy it.

# My Home Plan / 我的家居计划

Fill in your plan here. Copy it onto paper if you printed this course, or write it in a notebook.

请在这里填写您的计划。如果您打印了本课程，可以直接抄在纸上，或写在笔记本里。

- **My sentence from Lesson 1 / 第 1 课写下的句子：** I would like my home to feel more _____. / 我希望我的家感觉更_____。
- **Task 1 and date / 任务一及日期：** _____
- **Task 2 and date / 任务二及日期：** _____
- **Task 3 and date / 任务三及日期：** _____
- **My safety check / 我的安全检查：** _____
- **One person I can ask for help / 一位可以求助的人：** _____
- **My promise about pace / 关于节奏的约定：** _____

## Progress Checklist / 学习进度清单

Tick each lesson when you finish it. There is no deadline. Your pace is the right pace.

完成每课后打勾。没有截止日期。您的节奏就是正确的节奏。

- ☐ Lesson 1: Why Less Can Mean More / 第 1 课：少即是多
- ☐ Lesson 2: Starting Small / 第 2 课：从小处开始
- ☐ Lesson 3: Sorting with Kindness / 第 3 课：温柔地分类
- ☐ Lesson 4: Paper, Photos, and Memories / 第 4 课：纸张、照片与回忆
- ☐ Lesson 5: Rooms That Work for You Now / 第 5 课：让房间为现在的您服务
- ☐ Lesson 6: Letting Go of Big Things / 第 6 课：放下大件东西
- ☐ Lesson 7: Sharing with Family / 第 7 课：与家人分享
- ☐ Lesson 8: My Home Plan / 第 8 课：我的家居计划
- ☐ All 8 quizzes completed and graded / 8 个小测验全部完成并自评

# Answer Key Appendix / 答案附录

All quiz answers in one place, so you can check your work quickly. Cover this page while you take each quiz, and look only after you finish.

所有小测验的答案集中在这里，方便您快速核对。做测验时请遮住这一页，做完后再看。

**Quiz 1:** 1. Any two of: less cleaning, easier to find things, less worry, more time, feeling lighter. 2. True. 3. (a). 4. False — you can keep the memory while letting go of the object. 5. One table or corner where you place things while you decide about them.

**测验 1 答案：**1. 以下任意两项：打扫更少、找东西更容易、操心更少、时间更多、感觉更轻松。2. 对。3. (a)。4. 错——放下东西也可以留住回忆。5. 放置待决定物品的一张桌子或一个角落。

**Quiz 2:** 1. Choose one small place — one drawer, one shelf, or one tabletop. 2. False — stop when the timer rings. 3. (b). 4. It gives you energy and confidence for the next task. 5. Stop and rest; rest is part of the work.

**测验 2 答案：**1. 选一个小地方——一个抽屉、一个架子或一张桌面。2. 错——计时器响时就停下来。3. (b)。4. 它给您能量和信心去做下一项任务。5. 停下来休息；休息是工作的一部分。

**Quiz 3:** 1. Keep, gift, donate, recycle or discard. 2. Have I used it in the past year? Would I buy it again today? Does it make my life better or only

heavier? 3. True. 4. (b). 5. The love was in the giving, not in the keeping; a gift has already done its work when it made you happy.

**测验 3 答案：**1. 留下、赠送、捐赠、回收或处理。2. 过去一年我用过它吗？今天我还会再买它吗？它让我的生活更好还是更沉重？3. 对。4. (b)。5. 爱在赠送时已经表达，礼物在让您开心时就完成了使命。

**Quiz 4:** 1. Any three of: identification documents, property papers, insurance papers, medical records, bank account information. 2. False — outdated paper is safe to recycle. 3. (b). 4. A book with one page per object: a photo and the story behind it. 5. Your family or a trusted professional.

**测验 4 答案：**1. 以下任意三项：身份证明、房产文件、保险文件、医疗记录、银行账户信息。2. 错——过时的纸张可以安全回收。3. (b)。4. 一件东西一页、配照片和故事的书。5. 家人或信任的专业人士。

**Quiz 5:** 1. At waist height, near where you use them. 2. True. 3. Twice a year. 4. Dispose of them safely — ask your pharmacy how they accept returns. 5. (b).

**测验 5 答案：**1. 放在腰部高度、顺手的地方。2. 对。3. 每年两次。4. 安全处理——问药房如何回收。5. (b)。

**Quiz 6:** 1. What it is, where it will go, who can help move it, and a date. 2. False — big items need a plan and help. 3. Choose your ten favorites to display and enjoy; share, donate, or sell the rest. 4. (a). 5. True.

**测验 6 答案：**1. 它是什么、去哪里、谁帮忙搬、什么时候。2. 错——大件东西需要计划和帮忙。3. 选出最喜欢的十件展示欣赏，其余分享、捐赠或出售。4. (a)。5. 对。

**Quiz 7:** 1. Because belongings carry feelings and memories; the child may hear it as losing childhood memories. 2. (a). 3. False — offer, never push. 4. Donating it is a good ending. 5. A short note prevents later confusion and arguments.

**测验 7 答案：**1. 因为物品承载着感情和回忆，孩子可能理解为失去童年回忆。2. (a)。3. 错——只提供选择，绝不强迫。4. 捐赠是一个好的结局。5. 简短的记录可以避免以后的混淆和争执。

**Quiz 8:** 1. Three small tasks for this month, one safety check, one person to ask, one promise about pace. 2. False — things piling up again is normal life, not failure. 3. Once a month. 4. (b). 5. Stop and enjoy it.

**测验 8 答案：**1. 本月三项小任务、一项安全检查、一位求助人、一个节奏约定。2. 错——东西再堆起来是正常生活，不是失败。3. 每月一次。4. (b)。5. 停下来欣赏它。