



**TAKING TEACHERS
TO THE TOP**



**WELCOME
TO THE
LEAD AND
INSPIRE
COMMUNITY**

WELCOME TO THE COMMUNITY

Our Community Group Norms are:

We are a supportive community of teaching professionals.

We recognise the importance of nourishing ourselves- mind, body and soul.

We are proactive in identifying our own needs and finding solutions, help, and additional support to ensure we are the version of our personal best.

We are aware of our own power in the choices we make and participate in our own personal development journey with an open heart and open mind.



WELCOME
TO THE
LEAD AND
INSPIRE
COMMUNITY

This is like no other community.

This is all about focusing on you, so you can WORK towards your full potential-your very best.

The amount you put in will determine the success, growth and results you will achieve.

We are here to create a community to share ideas, knowledge, expertise, stories, successes, failures and experiences.

We are starting with US because that is where it all begins and somewhere along the line with what life and the job throws at us...we have either forgotten who we are as individuals and how important it is to look after ourselves.

The classic- you can't fill others' glasses if yours is empty!

SIMPLIFY TO AMPLIFY WEEK FOUR

CIARA NICLASSEN | SIMPLY SORTED PROFESSIONAL ORGANISERS

A little bit about me

Hi there, I'm Ciara. For those of you who don't already know me, I am an organising specialist. I help big-hearted women who are ready to create spaces that inspire and excite them. I help them identify the things that are causing clutter and show them how to reorganise so they can feel more in control and experience less stress, all while freeing up time for what is important to them.

I created Simply Sorted out of deep passion for decluttered and organised living. As someone who has always wanted a career that revolved around helping others, it is a privilege and an honour to work with incredible women (like you) all of whom want the same thing – personalised support and solutions so they can create a life they love.

Let take action

Welcome to Week 4!

I'm so glad you are joining us. Are you ready for an adventure – an exciting where together we will do some wild and wonderful things, like crafting your vision for spaces, clearing away the clutter and creating space for what is important to YOU.

It's probably no surprise that we'll be traveling light, so you'll have to do some letting go of the status quo. This means letting go of what isn't working for you – it's the only way to release yourself from where you are, so we can make space for real change.

If it sounds daunting, I totally get it. Change is almost always uncomfortable, even scary. It involves stepping outside of our comfort zone, and that's totally OK, in fact it tells us that we are entirely normal.

Quite often when we are in the midst of change we might find ourselves feeling like we want to give up or go back to where we were. This is because it is what we know. Sometimes we can start to hijack our progress and we start to question why we are even trying to make changes.

If this happens I want you to **reconnect with your WHY** from week 3.

Let take action

You might be wondering is four weeks really going to help me create a new reality? Will I actually see any progress?

These are legitimate questions and here is my answer: this adventure we are taking together centres on you - not me. Where we put our time and energy is our choice. You've got to want to create change, and you've got to be willing to take some action to create change. I am fully committed to assisting you in reaching your goals, so I hope you will show up for yourself in the same way too.

I want you to continue to view the next four weeks (and the remaining parts of the workshop) as an investment in your wellbeing. It can be an incredibly empowering process, and the goal is to give you tools that will support and help you set yourself up for success.

Perspective will make all the difference. When we shift our perspectives we create changes in our brain that shift our reality. And the coolest thing is - You get to choose it!

Let take action

This week is all about getting into the FLOW of decluttering and organising your problem areas.

My goal here is to guide, support and give you the tools to assist you in reaching your goals so you can free up physical and mental space for the fun stuff in life

Our motto this week is:

Start small to built big. It is all about taking small and incremental changes.

Decluttering your space might seem like a massive undertaking but like most things in life, the hardest part is getting started.

You do not have to do everything in this first week, and I'd really discourage you from trying to!

The key to long-lasting change is to take it slow, embrace the lessons you learn along the way and enjoy what you are creating for yourself.

I want you to **build and flex your decluttering muscle** so you can build confidence and momentum, and set yourself up for success, rather than creating a situation when you fall over more times than you can get up.

Get ready to let go of what is. We are going to take the first step to creating what you want from your future spaces!

Create a vision

What is the space that you want to declutter?

What is your goal for the space (this is called your vision)?

This step is KEY, so please don't skip it.

Why is having a vision important: Your vision acts as a road map for where you want to go and keeps you focused so you don't get lost along the way.

In some ways your vision is linked to your WHY (week 3), because when a space works well for you, you create more time, physical and mental space to invest in the things you want.

SO....how do we create a vision.

How do we create a vision

Ask yourself:

1. What is the space that you want to declutter?
2. What is the purpose of the space? What do you want to use your space for? How do you want it to function? Is it a workspace, a storage space, a bit of both? Is it a space that you are sharing with others?
3. When you use or walk into your space what does it look like? Where is your stuff? Is everything in its place? Are things more streamlined? Is it free from unnecessary things?
4. How does the space make you feel? Relaxed? Confident? Focused? Organised? In control?
5. What habits or routines do you have at the moment that help you get things done or really work well for you?
6. Is there a habit or routine that you want to cultivate in reclaiming your space?

Pick your zone

Remember, this week's moto is to **start small to build big**.

If the area you want to declutter is a big space (for eg: a storage room, an entire home office, a toy room, an entire kitchen, your wardrobe), what I want you to do is to select a small zone or component of the space that you are going to focus your decluttering efforts this week (it might a shelf or part of a shelf, one cupboard, one file, one small cabinet, one corner of your wardrobe – there are more examples in the worksheet. Also reach out if you get stuck).

Why: If you set out to organise a really big space in one day, you're inevitably going to feel overwhelmed.

The KEY to your success to break big projects into small achievable ones.

Doing this creates small wins which builds momentum and your confidence.

If in the first week you find that you have easily get through the first small part of your selected area, and you have the time and energy to go onto the next one then by all means, please do.

Gather your tools

This week we are using the box method so grab boxes or bags. Label each one:

- KEEP: these are the items you want to keep
- SELL: these are the items you may want to sell
- DONATE: these are the ones you want to give away or donate to someone else who would find them useful
- THROW/RECYCLE: these are the items that can be put in the rubbish bin or recycled.

Take everything out of the drawer, file, or off the part of the shelf or area you are working on.

Go through each item and decide which box/bag it is going into. If you find you are struggling to make a decision, go through the questions on the next slide. (I would encourage you to do this anyway).

15 powerful questions to ask when you declutter

When people declutter they often get stuck at the part of the process where they need to work out what to let go of and what to keep.

Here are 15 key questions to help you work this out. Work through each question for each item.

1. Do I need it or just want it?
2. Does this item help me create what I want from my space? Does it fit with my goals for my home, my space, my life?
3. Do I want to create a designated home for it?
4. If I no longer had it, is it easy and inexpensive to find another one?
5. Can I manage without it?
6. Do I have something similar?
7. Do I love/cherish it?
8. Do I use it?
9. Are the time and storage costs worth keeping it?
10. Am I keeping it because of guilt?
11. Am I keeping it just in case?
12. Is there anyone I know who may need it or would make better use of it than I am?
13. Am I keeping it to avoid something emotional?
14. Do I have more than one of it?
15. Will a photo of it meet my need for it?

This week's tasks

1. Complete the worksheet
2. Declutter your selected zone (Take a photo before, during and after you have decluttered your space)
3. Identify what you will do to celebrate your success
4. Share your success with the FB group. Be sure to tag Jess and I in, so we can celebrate with you

** Reach out for support or guidance if you need it. You can access me via the FB page or private message. You can also access a virtual or hands on session with me if you would love that too.

**I WOULD
LOVE TO
HEAR HOW
YOU GO
THIS
WEEK!**

**Remember, don't forget to
have fun with it. This is such
an incredibly exciting time
and I am completely in your
corner cheering you on.**

You've totally got this.

Ciara xo



Simply Sorted Professional Organisers