



**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

Welcome to Week 5

Welcome to Week 5!

I am so glad to be joining you on the next installment of our Take Action weeks. You being here really shows your commitment, which means you are making progress – I hope you know that.

How did you find week 4? Did you take the time to create a vision for space? I really hope you did! If you haven't had a chance yet, I would encourage you to go back and complete it. Creating a vision is the foundation on which you build an organised space.

This week we are moving forward on the journey. We will focus our efforts on unpacking the things that are causing cluttering and identifying solutions to help us overcome it.

It is in creating this awareness that we start to reclaim control and can build an arsenal of strategies that allow us to live an uncluttered life.

Let's take action

Our motto this week is:

Awareness is the first step to reclaiming control.

There is no doubt that clutter creates chaos. This physical congestion makes it hard to get things done, and can stop us from thinking clearly and enjoying our down time.

When we create an awareness about the reasons we have clutter we can consciously build new habits and routines to regain control and create a new decluttered future for your space and yourself.

Why our spaces are cluttered

The best defence against clutter is to identify the factors that cause us to have it in the first place. For many us, there will be one or more reasons but often there is often a link between them which means that by addressing one you will most likely address others, and the domino effect will take place.

Let's dive into the most common causes of clutter. Which ones resonate most with you:

You are unsure how to store things

This often leads to things lying around because they don't have a spot where they are stored or belong.

You don't follow an organisational system

This is usually a side effect of all the other reasons such as a lack of time or a complicated organising system which is difficult or cumbersome to use and maintain.

We buy more than we realistically need

Quite often many of us are guilty of buying more stuff than we actually or realistically need. This can stem from an unintentional habit of recreational shopping, an emotional issue, or low self esteem – for example if we are constantly buying things to make ourselves feel better or to impress others.

You like a bargain or a freebie

Even the best of us love a bargain or a freebie, however if the item doesn't align with your goal for your life, the reality is, it is taking up more than just physical space. Remember: an item isn't a bargain if you don't need it.

Why our spaces are cluttered

Time poor

Quite often we cram so much into our schedule or over-commit ourselves that we end up feeling like we don't have time. Learning to set boundaries and asking for help is one of the best gifts you can give yourself, because YOUR time is as valuable as anyone else's.

Clutter creeps into your space during the week

You start the week with a tidy house only to be left with a messy disaster come Friday afternoon. Clutter creep is almost always due to other causes such as lack of time or not having a routine for keeping clutter at bay.

We let junk mail linger

We bring the mail in, set it aside with the intention of reading it, but it ends up in a messy and growing pile for a week or longer.

Holding onto items you don't use

Whether it's a kitchen gadget, one too many spatulas, clothes that don't fit right, an accumulation of teaching resources, worn out towels, or broken or worn out stationary, we can often accumulate a collection of stuff year after year that we don't use.

Overwhelm

When you have a lot of stuff just trying to work out where to start can feel like an overwhelming task. Overwhelm can cause us to feel paralysed by our situation and we keep pushing the project or tasks aside.

Why our spaces are cluttered

Procrastination

Often we want to declutter but we put it off because we think the task is too big or we become distracted by other things. The most often cause is a perfectionist mindset or a fear of messing up. This is likely you if you find yourself spending lots of time looking for solutions without ever committing to any because you are scared you will make a mistake or are worried a better solution is around the corner.

Uncertainty

Quite often we can hang onto items because we are unsure what to let go of. This can lead to a constant build of items with some of the most common culprits being paperwork. Knowing what to keep is just as (if not more) important as knowing what to let go of.

Just in case

Possible the biggest cause of clutter in the modern world are those 'just in case' items. They are the ones you hang onto 'just in case' you need it one day. This physical congestion of just in case items often causes us to have so much stuff that we don't know what we have.

Emotional attachments

Many of us have emotional attachments to physical objects. Some of us find that we are afraid to let go of the item either out of fear for the present and future, or because we are afraid that letting go means we will offend a person (if the item was a gift) or lose the memories of a person from your past (if the item is a keepsake).

Remorse or guilt over bad buying decisions

Stuff guilt is a real thing. We can feel guilty about getting rid of items because we may have paid money for them but in reality are never going to use.

Solutions

Once you have identified the contributing reasons why your spaces are cluttered we can then take steps to create and develop new habits, systems and routines for conquering it and keeping it at bay well into the future.

Here are some solutions for you to consider.

1. If you are **unsure how to store** an item, reach out and ask for help
2. If you have an **organisational system that is cumbersome** to stick to, reach out and ask for help.
3. **If you have a habit of buying more than you realistically need**, consider going on an acquisition hiatus for a month. In addition to stemming the inflow of stuff into your space, this pause from purchasing allows us to establish if the item is something we actually need. If after the month you still want or need the item, then by all means make the purchase.
4. **You like a freebie or a bargain:** Follow the steps above and go on an acquisition hiatus.
5. **Time poor:** If you are a people pleaser, practice setting boundaries. Start saying NO or removing just one things from your schedule. What can you delegate to someone else? Remember, YOUR time is as valuable as anyone else's.
6. **Clutter creep:** Before you go to bed at night and before you leave work, do a quick clean sweep and pick up at least five things and put them back in their place. By the end of the week, your home will be a lot more organised.
7. **Lingering junk mail:** Take care of mail as soon as you bring it in. Recycle anything that needs to be recycled, file any bills immediately, or if this isn't possible create an 'inbox' and schedule a 30 minute slot in your calendar at the end of the week where you can action and file these items.
8. **Keeping items you never use:** Regularly declutter spaces in your home. Setting aside 15 minutes each day or week to declutter a small area can help you to keep pushing the needle forward. Don't be afraid to reach out for support if you need it, either from family, friends or a professional. The more you practice the quicker you will get at and the more you will be able to refine your eye for identifying the things you no longer use
9. **Overwhelm:** Break big projects down into tiny achievable ones. Whenever you feel overwhelm, reach out for help. Get your dream team on board, and share your feelings with Jess or I or in the FB page.

Solutions

10. Procrastination: Don't put a task off any longer. The key to creating change is to **make a decision to start**, and **start small**. Break big projects or tasks, even those difficult ones you keep avoiding into smaller achievable ones. This way you create small and incremental wins which builds confidence, motivation and momentum. If a task seems too big even after you have broken it down big, break it down again to even smaller jobs.

To give you a few examples: If your goal is to declutter your:

Wardrobe: tackle only your t-shirts first. If this seems like too big of a task break it down even further by tackling just your white ones. Once you have conquered your white ones, then you are ready to tackle the next task of your coloured ones.

Pantry: start by tackling one category or small shelf (or part of a shelf) of food. Each time, choose a different category.

Desk: Start with your stationary, or the papers on your desk.

Storage cupboard: go through one shelf or part of a shelf.

Kids toys: choose one category for example, cars, trucks or soft toys etc, before moving onto another one.

Filing cabinet: Choose half a drawer or one file.

Photos: Instead of going through all of your photos go through 20. Do the same next time.

Over the course of time (i.e. 7 days) you will find you have made a considerable dent in your overall decluttering project, all while building your resilience and your decluttering muscle.

11. Uncertainty: If you are unsure if an item is one that you need to keep, reach out and ask someone. Nearly 80% of the paperwork we hang onto is unnecessary, so don't be afraid to ask the question. It could save a bunch of space and time in the future.

Solutions

12. Just in case: Be ruthless with your decluttering and let your just in case items go. If you haven't used it in a year or more, it's unlikely you will use it in the future. Go through the 15 powerful questions from Week 4 to help you work this out.

13. Emotional attachments: If there are a lot of items in your home or space that you are holding onto out of an emotional attachment try selecting your one or two of your favourite items that bring you the most joy. If you are holding onto items out of a fear of losing a memory, remember you are not discounting or giving away the memory of the person or object by letting them go because these memories will live on in your heart and mind long after the items is gone. Instead of feeling like you need to hang onto everything, choose one or two of our favourite items that spark joy in your heart.

Some items – like priceless family photos or mementos should be cherished so find a way to display and enjoy them everyday, while others such as novelty cups or gifts could be causing clutter in your home. For novelty items, a good question to ask can be: “If I lost it by mistake, would I really miss it?”

14. Remorse or guilt over bad buying decisions: Recognise the guilt for what it is, give yourself permission to let the item go, and in letting go of the item, let the guilt flow with it. Start small with one or two items and then build from there.

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!**

Take it slow and have fun with it.

**Share and celebrate your success
no matter how big or small you
think it is.**

Ciara xo



Simply Sorted Professional Organisers