



**TAKING TEACHERS  
TO THE TOP**

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**WELCOME  
TO THE  
LEAD AND  
INSPIRE  
COMMUNITY**

## **WELCOME TO THE COMMUNITY**

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### **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 SIX

CIARA NICLASSEN | SIMPLY SORTED PROFESSIONAL ORGANISERS

# Welcome to Week 6

Hi there everyone!

Welcome to Week 6. I am so excited for you this week as we ramp things up and organize your spaces.

How did you find week 5? I'd love to know what were the primary reasons you identified for why your spaces are cluttered? What solution did you implement to create a new habit around conquering it once and for all?

Remember, no matter where you are on your journey, I want you to know that you are doing an AMAZING job.

Decluttering your life can be emotionally challenging and physically exhausting at times, however the journey is well worth it because from the moment you put things in order you can start creating and living life the way you want.

This week you'll be learning the principles of mindfully organise your space so you can make the most of your storage potential, as well as the functionality and appeal of your space.

So let's get started.

Let's take  
action

Our motto this week is:

**Make your space feel like a home.**

Good organisation is about simple principles and solutions that allow you to achieve long term results with the greatest sense of ease.

It is about creating spaces that look and function well so you can feel good about yourself and be more productive, all while freeing up time for the things that matter most to you.

# Creating mindfully organised spaces

Organising a space is so much more than sorting items into pretty containers and adding labels.

It's about

- assessing the importance, function and usability of your items;
- deciding how much stuff can reasonably fit into the space you have;
- creating systems to make that stuff usable; and if you like
- adding pretty details to help you love and stick to your new systems.

The process starts by creating a vision for your space (Week 4), deciding which items to keep and which not to (Week 4 and Week 5) and ends with finding a home for everything (Week 6).

This process holds true for any organising project (no matter how big or how small) and it is the process I use over and over to conquer any amount of clutter (be it a single drawer or a room crammed with stuff) to create a truly functional space.

So let's get started!

# Creating mindfully organised spaces

## ASSESS YOUR SPACE

Once you have:

- Established your vision for your space
- Decluttered by deciding which items to keep and which not to.

You are ready to ASSESS your space:

Assessing your space is about finding the right home for your items so that everything fits and functions well.

It involves standing back and assessing your space and the items you are putting back in it.

Ask yourself:

- What was previously working?
- What was previously not working?
- What items need or should be stored together?
- Where do items function best?
- Where do items fit best?
- What are the items you commonly use?
- Are there items in other parts of your home or workspace that should or need to be stored in this area?
- What storage systems do I need to make the space function better?

# Creating mindfully organised spaces

*Assessing your space is about* starting to identify where items should live and how they can best be stored.

## THINGS TO CONSIDER FOR MAXIMISING SPACE AND FUNCTIONALITY

**TIP 1:** *Group like with like* (for example store all of your t-shirts together, all of your year 5 English items together, your Year 2 drama items together, your tax documents together, all of your important documents (birth certificate, passports, etc) together). If you are organising paperwork create ONE inbox for items, and ONE action box for items.

**TIP 2:** *Where possible store items vertically rather than piling or stacking them on top of each other.* Similar to spines of a book on a bookshelf, standing and storing items vertically or upright allows you to make the most of your storage potential and lets you to see and access everything easily. The principle can be applied to just about anything from clothes, puzzles, board games, baking accessories, handbags, kitchen and homewares, books, files and stationary. (Keep an eye out on the FB page for some demo's and ideas).

*Note: If during this step you are finding you cannot make all the items you have fit into your space in a way that is comfortable, functional and accessible, you may need to declutter again to get your collection down to a more realistic level.*

# Creating a mindfully organised spaces

## ORGANISE & CONTAIN

This is where we start putting things away by organising and contain them in their new homes.

**TIP:** Before you buy new storage solutions (baskets, bins, files, shelves, dividers, etc) consider what storage items you already have (at work or at home) and see how you can use these to create space-savvy and functional solutions for your space.

As you put things away, keep checking check that:

- Everything fits where you want it to go?
- Everything is visible and accessible?

## LABEL & EMBELLISH

This is where we get to add labels and other decorative touches to your newly organised space. The reason we label at the end is that it allows you to continue to tweak your systems and ideas as you go.

Labels are a great way to keep a space organised so everyone can find what they need and decorative items whilst they don't necessarily create a more organised space they will help you love and maintain the new systems you've put in place.

# This week's tasks

1. Complete the worksheet
2. Declutter and organise
3. Celebrate your success
4. Share your wins, lessons and challenges with the FB group. Be sure to tag Jess and I in, so we can celebrate and support 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!

**Create a home you love!**

**Ciara xo**



Simply Sorted Professional Organisers