



**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 SEVEN

CIARA NICLASSEN | SIMPLY SORTED PROFESSIONAL ORGANISERS

Welcome to week 7

Hi there everyone!

Welcome to Week 7.

I am excited to be turning the dial up again in helping you declutter and organise your spaces.

How did you find week 6? I'd love to know what principles and solutions you applied. How are you going with building on the habits of week 5?

You are all doing an incredible job, and have made incredible in roads already.

This week I wanted to turn the focus onto the tools and principles of clutter free living.

A quick recap

Before we get started I wanted to do a quick overview of what we have covered so far as these form the essential parts of transforming your home or workspaces into tidy and clutter free spaces that allow you to live a life that brings you the most joy.

The process started in week 3 and 4 with knowing your why and creating a vision. Both of these are key steps to regaining control and creating the life you want. They form critical parts of the road map as they allow you to create and visualise your final destination. Without these it is easy to become lost or distracted as you journey along.

From week 4 to week 6 we covered the other essential principles to putting your spaces in order: decluttering, identifying why our spaces are cluttered, creating solutions, and organising.

From here on in we are looking at what you need to do to finish this part of the journey so that you can embrace and enjoy a clutter free life, so let's get started.

Let's take action

Our motto this week is:

Live your best life, clutter free.

Decluttering and organising your spaces can have enormous impacts on your wellbeing and those around you.

Your home (and workspaces) should be the place where you feel calm, centred and present. Whether you live or work alone, or have a house full of little people, your home (and workspace) needs to be a space where you can breathe, think, relax, play and create. A place where you can nourish your heart and soul with the things and people that inspire you to live your best life.

The basic principles of a clutter free life

Living a clutter free life comes down to a few essential principles:

The first and most important one is to **declutter and organise your home (and workspace) thoroughly and efficiently within a short time frame**. This allow you to get transformative and tangible results, build your decluttering muscle, and refine your eye for organising, that will empower and enable you to keep your spaces free of clutter into the future.

From the moment you finish decluttering and organising your spaces, the only actions you will need to take to keep them clutter free are:

- Deciding whether to keep an item or not.
- Deciding where to store what you keep.

In this way decluttering and organising are tools in your tool belt to achieving your true goal of living life how you want with more ease, joy and confidence.

Sentimental and other items

It is human nature to resist throwing an item away even when we know we should.

When it comes to sentimental items, always make sure that you have first flexed and built your decluttering muscle, by first working through other categories such as clothes, books, papers, kitchen, bathroom, electrical items, and then sentimental items.

When you find it hard to throw something away ask why? When did you get it? What meaning did it have? Work through the questions in Week 4 to help you make decisions and reassess what role the items plays in your life?

Each item has a different role to play. For example: clothes that you bought but don't wear may be teaching you the you what no longer suits you. It is in acknowledge the role that an items plays and letting it go that we create space for the other important things.

Remember: Letting go of an item you no longer need is neither wasteful or shameful. Can you honestly say that you treasure something buried deep in a cupboard, box or drawer that you have forgotten existed.

Living clutter free is about keeping items that speak to your heart.

What to do
when you
can't throw
an item away

Living a life free of paper clutter

In order to truly have your paperwork under control you need a system to manage your household (and workplace) paper flow so that the paper that comes in the door gets to where it ultimately belongs with the greatest amount of ease. What follows is the system that has worked for me and many of my clients both personally and professionally.

1. Reduce the paper: Where possible reduce the volume of paper coming into your home or workspace. More and more things are becoming available in digital formats, so embrace them whenever possible. From bank statements and bills, to registration forms, travel reservations and receipts. By limiting the amount of paper coming into your space it will be easier to manage and keep under control. When it comes to managing digital clutter, create simple files that make sense to you – keep only the items that are necessary or that you find useful – discard the rest. If you are not sure if an item is necessary or useful, contact someone who can tell you – that could be a partner, the utility company, tax office, workplace, registration board or professional organizer.

2. Create a single household or workplace inbox: Even with our best efforts to go paperless, there will still be some papers that come into your house or workplace that you will need to deal with. Any paper that comes into your home or workplace will ultimately fall into one of two categories – TO BE ACTION or TO BE FILED.

Living a life free of paper clutter

2. Creating a single inbox continued. By funneling all paperwork to one central spot in your home (and then putting it away from there), you'll save time and headaches by always knowing exactly where new papers are at any given instant.

Items to be:

- ACTIONED include any items that require a reply. They may be school forms, invitations, registration forms that need to be submitted, or other items that you intend to read or deal with.
- FILED include those that you need to keep records of that can be filed in a simple filing system that works for you. In many cases bills and bank statements can be discarded as you will most likely have access to a digital copy of these via your utility or banking institution.

3. Create a designated spot for rubbish: For items that don't fall into the category of *To be actioned* or *To be filed*, create a designated spot near your household or workplace inbox where these items can be immediately placed – this will make all the difference in keeping paper from piling up.

Living a life free of paper clutter

4. Tend to your inbox regularly: Tend to items in your *To be actioned* and *To be filed* folders on a regular basis (aim for weekly, if not fortnightly).

Commit to spending 10 minutes each week or fortnight (depending on the volume of paper you have coming in), by actioning the items that can be actioned, and moving the items that are to be filed to their final and permanent home. It will make all of the difference and save you time and headaches in the long run.

5. Build habits around your new system and routine.

Building on from point 4) of tending to your inbox regularly, commit to build these new filing, trashing or shredding steps into your weekly or fortnightly routine. When items comes into your home or office, decide if it needs to be ACTIONED, FILED, TRASHED or SHREDDED and place it in the designated spot immediately.

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.

I WOULD
LOVE TO
HEAR HOW
YOU GO
THIS
WEEK!

**Create your clutter free life and
live life how you want with more
ease and confidence!**

Ciara xo



Simply Sorted Professional Organisers