

The Space and Time Organising S.Y.S.T.E.M ©

Created by Julie Cliff, The Space and Time Organising S.Y.S.T.E.M © can be used to sort, organise and store all aspects of the space and time in your life such as the kids toys, your desk, your paperwork, your pantry or even your daily schedule.

I truly believe that being organised with your time and your stuff can lead to a happier and better life and this S.Y.S.T.E.M © is a great tool to get you on your way.



Julie Cliff

S

Stuff:

It is important to understand where your stuff comes from and how you spend your time. Be mindful about what you bring into your life and what you can let go.

Y

You:

Make time in the calendar to get started on the problem area (and bigger than that: make a commitment to yourself to being more organised)

S

Sorting: (putting like items together)

It's amazing how a natural flow starts to happen as you put like items together in a box or in your daily schedule.

T

Things you no longer need (decluttering):

Pick up each item or examine each part of your daily schedule and make a conscious decision if you are going to keep the item or not.

E

Easy storage:

Store your sorted collection in storage containers that suit your budget, are easy to use and easy to repeat. Use a diary to maintain your daily schedule.

M

Maintenance: keep it up!

Periodically revisit the Organising S.Y.S.T.E.M © to keep things in order.

Visit the space and time website for examples of the S.Y.S.T.E.M © in action, including the blog "How To: Sort, declutter and store toys using my Organising S.Y.S.T.E.M ©"