

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 space and time in 6 easy steps.

Kids' toys, your desk, paperwork, your pantry or even your daily schedule fit perfectly into the SYSTEM.

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



Julie Cliff, Professional Organiser

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 the Organising S.Y.S.T.E.M ©"