

Workshop: Clear Your Space, Double Your Time and Take Control of Your Life



To give my clients a guiding hand, I developed the Space and Time organising S.Y.S.T.E.M to follow to keep the momentum moving forward and away from the overwhelm associated with having too much stuff.

What is your intention for today?

Stop the stuff:

Firstly, it's important to understand where the stuff comes from. Be mindful what you bring into your life and what you can let go. *"Simplicity is making the journey with just baggage enough" - unknown.*

Your commitment to being organised:

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).

My overall goal is eg *"less stress trying to find things"*

Plan out some time to get started. Allotted time: (eg: 10 min each day, 2 hours, 1 big push).

In this allotted time I plan to:

Sort the stuff: (putting like items together)

It's amazing how a natural flow starts to happen as you start this sorting process.

Grab a couple of empty boxes, containers or bowls and zip lock bags or any type of container and get sorting.

Things you no longer need (decluttering):

Decluttering is a very popular word these days and it simply means **to remove unnecessary items from (an untidy or overcrowded place)**. Note the techniques you will use to let go of items:

Easy storage:

Now that you have sorted your items and have a small/smaller/smallish collection to keep we can consider storage options. Storage containers should suit your budget, be easy to use and be easy to repeat.

Taking time to create a permanent home for your stuff is well worth the effort to move you towards a simpler life.

Maintenance tools

Return things to their permanent homes. Choose the time of day to suit you to tackle stuff. Pair up a new habit with an old one. Use your notifications in your phone to remind you to action tasks.

IN SUMMARY

Clear your space:

- Deliberately bring things that you love into your life and let go of the things that you no longer love.
- Break large decluttering down into manageable steps to keep you on track.
- Start small (a box, a shelf, a cupboard) and keep moving.
- Also, I expect with some practice you won't have so much trouble letting go of stuff with some of the strategies we have discussed, such as thanking the item for its services. See spaceandtime.com.au for more articles on how to let go of items.

Double your time:

- What is important to YOU? How do you want to spend your time? Be conscious about what you put on your to-do list. Delegate, automate and outsource.
- Get the family on board or surround yourself with a team You don't have to do this on your own.

Take control of your life:

- The journey from here is yours to travel. Choose well, make changes and make it happen.

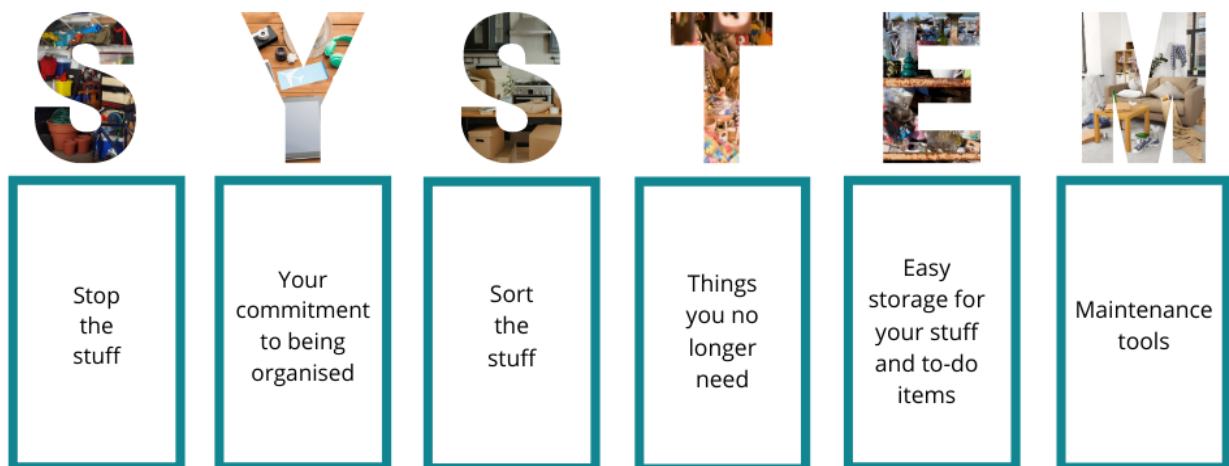
DONATION OPTIONS FOR ITEMS YOU NO LONGER NEED

<p>Book donation points</p> <p>Brotherhood Books, Vinnies, Aboriginal Literacy Foundation, Little Libraries (there are a lot more of these popping up than are on this list,, Give Now, The Co-op buy and sell University Textbooks, I love books for Secondary School Textbooks, Bus of Books for Children and Teenagers. Footpath Libraries.</p> <p>Garage stuff -</p> <p>Kids Tennis Foundation accepts used tennis balls and racquets.</p> <p>Pets Haven will take cat scratching poles, dog beds and even horse floats to help look after abused and neglected animals.</p> <p>Paintback takes unwanted paint in all states</p> <p>Batteries can be recycled via ABRI.</p> <p>Bikes - Bikes 4 Life.</p> <p>Tools - try Reverse Garbage , Mens Shed, Brunswick Tool Library, Sharing Shed or try your luck at your local market.</p> <p>Wardrobe stuff</p> <p>Fitted for Work will accept everything from handbags, scarves and jewellery plus clothes of all styles and sizes.</p> <p>Dress for Success offers a similar service and have chapters in almost every state.</p> <p>Uplift Bras or Support the Girls - Secondhand bras in good condition.</p> <p>Coat hangers - Sacred Heart Mission.</p> <p>Kitchen stuff</p> <p>Reverse Art Truck will take unwanted craft supplies.</p> <p>Plastic bottle tops will become prosthetic hands for children via Envision and plastic bread tags can ultimately become wheelchairs.</p> <p>Fabric and textile stuff</p> <p>Some natural fibres can be composted. Check out how in this comprehensive guide - https://www.1millionwomen.com.au/blog/how-compost-fabrics/</p> <p>Look up clothing donation and textiles donations here. http://scrg.com.au/</p> <p>Check in with nearby op shops as some pass textiles onto other non-for-profit groups.</p> <p>Savers & Salvos starting to take damaged clothing.</p> <p>Repairs at little or no charge</p> <p>Graythorn Community Hub, St Kilda Repair Cafe, North Balwyn Repair Cafe. Search "Repair Cafe Near Me"</p>	<p>Reverse garbage - craft</p> <p>Websites to sell / give away items - Ebay, Freecycle, Facebook Marketplace, Gumtree, Zilch</p> <p>Big Stuff</p> <p>Talk to Mrs Secondhand to sell your furniture - Melbourne</p> <p>IT equipment, ink and toner cartridges and mobile phones - Officeworks, check your local library</p> <p>West Welcome Wagon accepts televisions, washing machines, beds, fridges, dining tables, drawers, rugs and many more household items in good working order with no tears, stains, chips or broken pieces - Melbourne.</p> <p>Medical stuff</p> <p>The Lions Club via Specsavers collects glasses (including sunnies), hearing aids and contact lenses.</p> <p>Arbone Aid collects first-aid kit-style medical supplies.</p> <p>Xray disposal via recyclingnearyou.com.au/xray, individuals can post old X-rays to Ecocycle.</p> <p>Travel stuff</p> <p>Hotel toiletries – plus in-flight amenity kits, cosmetic and makeup samples - Every Little Bit Helps & Share the Dignity.</p> <p>Bedding stuff</p> <p>Donate Direct will take bed frames.</p> <p>Soft Landing salvages and recycles metal, foam and timber from old mattresses.</p> <p>RSPCA will gratefully accept blankets, towels, sheets, polyester doonas, sheets, pillow cases, face washes and pet beds.</p> <p>VHS Video Cassette Recycling - Yarra City Council have e-waste recycling banks that accept VHS tapes.</p> <p>CDs and vinyl: contact Dixons , Planet Ark, Audio Recycle, Revolve Records and Relics or contact 3MBS and ask them about their music drive – 3MBS holds 2 music sales a year. CD's, LP's and all sheet music except church music. Contact 95392199 for donating</p> <p>Sheet Music – try contacting Da Capo Music in Sydney, they may have contacts for Melbourne. Music Australia may also take donations of music books and sheet music. See also 3MBS above.</p> <p>Other Recycling Directories</p> <p>Planet Ark – http://recyclingnearyou.com.au/</p> <p>Recycle Now – http://www.recyclenow.com/</p> <p>Sustain Me – http://www.sustainme.com.au/</p> <p>If you still haven't found what you need on this page try this link - https://recyclingnearyou.com.au/about/</p> <p>Search "..... near me" to find one in your area</p>
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The Space and Time Organising SYSTEM

Created by Julie Cliff, The Space and Time Organising SYSTEM 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 SYSTEM is a great tool to get you on your way.



Visit the spaceandtime.com.au website for examples of the SYSTEM in action