







## ORGANISING MASTERCLASS - *get back in control*

Providing inspiration, confidence and solutions to help you take control of your time, tasks, space, belongings..... and life.

### TOPICS

-  **Personality Types and Organisation**
  - personality traits and disorganisation
  - understanding why you struggle with getting organised
  - how your personality impacts you and how you relate to others
-  **Decluttering Essentials**
  - understand what clutter is and how it affects you
  - identify the causes of your clutter and learn how to let go
  - how to declutter; practically and emotionally
-  **The Organised Family**
  - create routines for maintaining an organised family
  - teaching children how to be organised
  - running a busy family schedule
-  **Organising Household Paperwork**
  - setting up a system that suits you
  - know what to keep and for how long
  - never lose a document again
-  **Sorted Spaces**
  - the principles of organising space
  - optimising spaces in your home
  - how and where to store items
  - choosing storage items that work best
-  **Conquering Kids Clutter**
  - organise school related paperwork and documents
  - storing children's artwork and other memorabilia
  - declutter their clothes and toys



Presented by Rebecca Mezzino, Adelaide's most experienced and accredited Professional Organiser.

*This is an interactive, motivating, fun and informative presentation that reveals simple, effective and ready to use tips, tools and techniques - for instant results.*

TO ENQUIRE - call Mick on 0404 361 386 or email [mick@clearspace.net.au](mailto:mick@clearspace.net.au)