

## **Spirit Level Success™ System - Six Secrets of Self-Esteem**

### **Secret #3 SPACE – Week 2**

#### **S.O.R.T.E.D.™ - Organise**

The **O** in **S.O.R.T.E.D.™** stands for **Organise**. We all have stuff. Many of us have far too much of it. It's part of modern day living, and it can feel overwhelming at times. But it doesn't have to be that way.

Your external environment will always reflect what is going on for you on the inside. At the times when you seem to notice more clutter or disorder in your home or work spaces, that's when there will likely be a very high synergy with the level of disruption or disorder you feel on the inside. So, whilst one reflects the other, it is also possible for one (your external environment) to influence the other (your internal State).

Think about the different types of physical 'stuff' that you have and ask yourself whether you can always find exactly what you want, when you need it? If not, that's a big clue that it's time to organise your things so that you have some systems in place for finding what you need, when you need it. And for knowing what you have in the first place so you feel in control of your stuff, rather than the other way around.

And there's a very good reason for doing this.

**Cast your mind back to the last time you were looking for something in your house that you knew you had, but were unable to actually find it. Or if you did find it, you lost a lot of time in the process. Think about that time specifically, and now write down as clearly as you can remember, what kind of words you said to yourself as time moved further on and that elusive item still hadn't been located;**

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**Were you speaking to yourself with compassion? How would you describe the tone and language you used? Would you ever speak to anyone else in that way?**

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**How long did it take for your anger and/or frustration to be ignited? What was the final trigger?**

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**What was the end result of your searching? Did you actually find what you were looking for and what mood were you in by that point?**

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**Let's take a look at your paperwork and post, what is your current system (eg what exactly do you do with it) for**

- **incoming mail;**

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- **dealing with any post that needs to be actioned (and ensuring nothing gets missed)**

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- **filing the papers that need to be kept once they have been actioned?**

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**Have a review of your current system and decide honestly whether this system is working for you? If not, what could you change or introduce to make your system work better for you?**

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**What about your wardrobe, shoes and clothing? Do you have a current system? (eg are they organised by item type, colour, outfit, season, work wear, personal etc). Describe it here;**

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**Is there anything you could change that might work better for you? Think about this carefully and identify any steps, however small, that you could take to improve your current system.**

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When you are organised, and have systems in place, you can spend less time in a state of self-criticism for not being able to find what you need. Because you will always know how to find what you have. And you will have more money, because you won't need to buy more of what you've already got (if only you could find it).

And being organised brings a calmness to you and the space around you, which is great not only for *your* health and well-being, but for everyone else around you too.

**What about your household chores, such as washing, cleaning and food shopping? What systems or routines do you currently have in place for each of these (you might not think you actually have a system, but you do). Describe each system below in as much detail as possible;**

**Washing - include details like what day of the week you would tend to do the washing on, how you separate out the washing in terms of colour, fabric or type, whether it is separated by others that contribute to it or whether you do it, what your system is for drying, folding, ironing, and putting it away;**

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**Cleaning – include details like which room you tend to start in, where you usually start and finish in each room, which order you clean in once you are in each room, what products or cloths you use, which tasks you tend to group together and do all at once;**

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**Food shopping – include details like whether you shop around or visit just one store, whether you go yourself or have it delivered, whether you make a proper list before you buy, how you manage the food in your cupboards and use-by dates, how you plan your meals and whether you shop accordingly;**

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**Are there any ways you could improve these systems that would make them more efficient or easy to manage? Could you delegate anything to other family members? Could you outsource (pay someone else to do it) your ironing or cleaning, or have your shopping delivered?**

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Sometimes life can get very hectic and very busy. When you have little ones or you are running a business from home or working long hours, it can sometimes be difficult to feel like you are staying on top of everything. And when you don't feel like you are on top of everything, this can have a damaging effect on how you feel about yourself. So consider whether outsourcing might be a better use of your resources (time and money). Even for a temporary period, this could help you get back on track with everything.

But a word of caution, be mindful that you don't over-outsource every part of your life – otherwise you could end up feeling like you are just living vicariously. When you have a family, you want to care for them. Keeping on top of the washing yourself keeps you calm, grounded and able to focus on what you want.

**It is really important that you take time during this week to repeat the work covered so far in this Secret.**

**Value yourself enough and really connect with your motivation, so you can prioritise this and spend *sufficient* time on it, ensuring you make a meaningful emotional connection with each step you take.**

**This is your time now, and you matter.**