



The Uncluttered Teacher

Clear Your Mind and Your Desk

www.theunclutteredteacher.com

S4 Process of Organizing[©] Created by Tammy Duggan

**The four basic steps to the “S4[©]” process of organizing are Sort, Scale Down,
Systematize, and Stay on Top.**

Sort what you have.

Scale down what you have.

Systematize what you have.

Stay on top of what you have.

See other side for more tips ⇨⇨⇨



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Do I Really Need This?

A Self-Check Guide to Weeding Through your Belongings

Questions to ask yourself when first tackling a large stack of items to go through.

- Is this out of date? No longer of importance? Most recent copy?
- Do I have time to read/do something with this?
 - How long have you told yourself you would do something with it?
- Is there another resource if I get rid of this and need to revisit it later?
- Are there online resources to replace the paper one?
- What is the worst thing that would happen if you tossed it?
- Am I keeping this because I spent a lot of money on it? Am I getting any value out of it having it unused?

When you get stuck in the process think about what you really want?

- If you want a clutter free space you can't have all this stuff.
- You will need to make a change to get it the way you want.
- Be kind to yourself and restart the process of deciding what is essential.

For more tips on organizing your classroom and any other project get the book, *The Uncluttered Teacher*. Special on-line prices at www.theunclutteredteacher.com.