

From PILES
to SMILES



WORKBOOK



From Piles to Smiles

WELCOME & INTRODUCTION

Welcome !

Summer 2019 I was anxious and mess stressed.

I was working from home, two kids, busy parenting and juggling life. I couldn't get away from the piles that had built up over time and that constant nagging voice telling me to tidy. And the paper pile is the worst kind - I had mega paper piles and the stress of never being able to find documents got to me - not to mention the wasted time searching for them. So I knew something had to change.

With 20 years experience working in systems, process and workflow in the corporate world, I decided to apply my skills to my own behaviour and home. I developed the simple but highly effective Serenely Sorted System, with The Piles to Smiles system being a critical part. These systems enable busy people to minimise tidying & eliminate mess - and Mess Stress - for good.

I'm so delighted you have chosen to learn and launch The **From Piles to Smiles** system into your home!

Diana



From Piles to Smiles takes you through everything you need to..



Get some basics



Learn the System



Launch the System



Live the System



From Piles to Smiles

WELCOME & INTRODUCTION

What is Serenely Sorted?

The Serenely Sorted System enables busy people to minimise tidying & eliminate mess – for good. Through a simple, memorable system, you can create a set of behaviours and develop a mindset that allows you to eliminate the endless creation of piles and gets them tidy, sorted, for life. Serenely Sorted is realistic, achievable and sustainable for anyone who wants to rid themselves from the drudgery of tidying.

Two Questions

On a scale of one to ten, where ten is the highest, write down a score for...

How disorganised do you think your paper management is?

Perfect	1	2	3	4	5	6	7	8	9	10	Mega Piles
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How anxious/stressed does this make you feel?

Not at all	1	2	3	4	5	6	7	8	9	10	Completely
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What would you like to achieve?

Take a moment to think about what you would like to achieve from this course. At any point you can reach out to me if you want more clarity on how to achieve your specifics.



From Piles to Smiles SUMMARY OF THE SYSTEM

The Piles to Smiles System

The video guides explain in detail the system and the steps you need to take to launch it into your home. This workbook contains the key info for you to use as you go through the system and to write down your lists as you go through the steps.

The image below shows the system in full, and the set is broken down into two parts:

A. Setting up the Six Monthly FULL End Homes

1. Decide your FULL category list
2. Do your first mega sort
3. Set up and fill your box files

B. Setting up your INTERIM End Homes

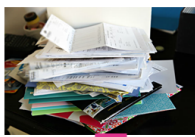
4. Set up your interim drawers
5. Create your action area

The Piles to Smiles Process

Daily: INTERIM CATEGORIES

DAILY PAPER

Easy to action the paper that enters your home every day



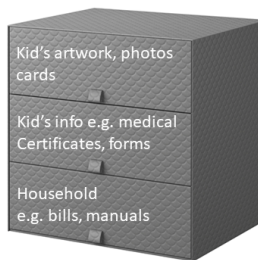
Action Station

e.g. bill to pay, form)



INTERIM HOME

A set of 3-4 drawers for your main paper types



Six-monthly - FULL

FINAL END HOME

Box files for final filing system



The next page is the full checklist that you can use to tick off as you set up the system. Then you have the shopping list with hyperlinks so you can buy the products you need. Following that there is one page for each step with more tools for you to use.



From Piles to Smiles

SET UP CHECKLIST

1 Watch course videos

- Introduction & Welcome
- Learn the System
- Launch the system
- Live the system
- Love your home

Done Write it down / Notes

<input type="checkbox"/>	
<input type="checkbox"/>	
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2 Preparation

- Print Workbook
- Print End Home Cards
- Buy End Home Serene Space Dividers
 - Min-drawers for Interim End Homes
 - Box files for Final End Homes
 - Box for sentimental stuff

Tick Notes

<input type="checkbox"/>	
<input type="checkbox"/>	
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3 Do it!

A. Setting up the Six Monthly FULL End Homes

1. Decide your FULL category list
2. Do your first mega sort
 - Put it all on the bed
 - Sort into piles
3. Set up and fill your box files
 - Use End Home Cards
 - Finalise your categories
 - Label your box files
 - Fill them up!

Tick Notes

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B. Setting up your INTERIM End Homes

4. Set up your interim drawers
 - Decide on your INTERIM categories
 - Label the drawers ready for tomorrow!
5. Create your action area

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4 Live the system!

- Love your pile-free home!

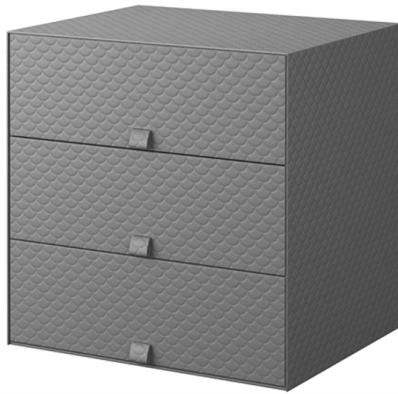
Tick Notes

<input type="checkbox"/>	
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Launch the System SHOPPING!

This is the fun part! Once you've watched the full launch video, you'll have an idea of what you want to use for the interim End Homes (either mini-drawers or existing drawers in your home), and box files/final end homes. Click on 'Buy here' to open the website for purchase.

Interim End Homes



IKEA
£15
[Buy here](#)



B&Q
£9
[Buy here](#)

Final End Homes



Amazon
£9
[Buy here](#)



B&Q
£10
[Buy here](#)



Launch the System

1. DECIDE PAPER CATEGORIES (DRAFT)

Use this list to note the paper categories you think you need:

Typical Paper Types

- Sentimental
- Kid's artwork
- Cards
- School books
- School homework
- School letters home
- School certificates/results
- Photos
- Household bills
- Household manuals
- Car
- House purchase/sale
- Medical
- Tax
- Certificates / qualifications
- Leaflets / things to do
- Magazines
-
-
-
-
-
-

Your Paper Types

Large empty area for recording 'Your Paper Types'.

Launch the System

2. DO YOUR FIRST MEGA-SORT

Using the paper types you have jotted down in step 1, after you have tipped out your paper pile onto one half of the bed, use the other half to start to put them into category bundles.

The Mega Pile!



Creating the category bundles





Launch the System

3. SET UP AND FILL YOUR BOX FILES

Now you have sorted your mega pile, you'll have defined the categories for your box files. You'll have fine tuned this from your list created at step 1, and now be ready to finalise these and label your box files using the End Home Cards. There are blank ones too.

The Serenely Sorted Card Deck PAPERWORK - FINAL END HOMES

  Forever Box	  Cards to keep	  School books
  Photos	  Photos	  Photos
  Household Bills	  Household Manuals	  House Purchase/Sale
  Medical	  Certificates/ Qualifications	  Tax
  School/ Certificates	 	 



Launch the System

4. SET UP YOUR INTERIM DRAWERS

This is where you group your full list of categories into a maximum of 3-4. See below for an example from my home, and then use the next page to list out your final categories.

My example below

	Six monthly Box Filing	Interim End Homes (drawers for quick filing)
1	1. Forever box 2. Cards to keep 3. 	Kid's artwork and other sentimental stuff
2	1. Household bills 2. Household manuals 3. Car 	Household/car stuff e.g. bills to keep, manuals
3	1. Kids club info 2. Kids school letters 3. 	Info on the kids e.g. from school, clubs
4	1. N/A 2. 	Event/places to go



Launch the System

4. SET UP YOUR INTERIM DRAWERS

This is where you group your full list of categories into a maximum of 3-4. See below for an example from my home, and then use the next page to list out your final categories.

Blank for your use

	Six monthly Box Filing	Interim End Homes (drawers for quick filing)					
1	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>						
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4	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>						



Launch the System

5. CREATE YOUR ACTION AREA & FINISH!

The final step is to create your action area - somewhere where you will fill in forms and pay the bills!

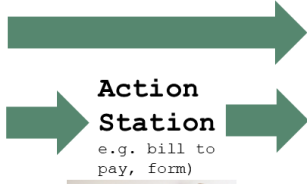
Once this is done - congratulations! You have finished launching the system into your home!

The Piles to Smiles Process

Daily: INTERIM CATEGORIES

DAILY PAPER

Easy to action the paper that enters your home every day

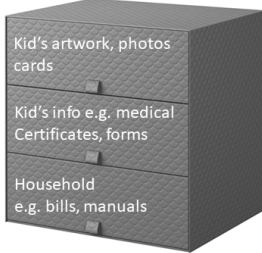


Action Station
e.g. bill to pay, form)



INTERIM HOME

A set of 3-4 drawers for your main paper types



Six-monthly - FULL

FINAL END HOME

Box files for final filing system



Thank you for taking this course!



I hope you've enjoyed this course and guide!

Remember to post your before and afters from your paper piles to the Facebook group! I can't wait to see your posts, before/after pictures and hear more of your feedback!

Start and keep up your journey using this booklet. If you have any questions at all through this whole course, contact me on Facebook, Instagram or via email diana@serenelysorted.com.

Continuing your journey

Transform your life & home
THE SERENELY SORTED

Academy

If you are enjoying the benefits of living the From Piles to Smiles system, you will also love launching the full Serenely Sorted System throughout your home. Find out more [here](#) and use the £20 discount code provided in Membervault.



Serenely Sorted has completely changed my way of thinking.. I'm now constantly looking for and creating 'end homes' around my house!

*I love that you can take small steps and make constant progress.
You don't need to try to do it overnight!*

The Serenely Sorted soundbites and buzzwords have given me a shortcut to sorting. It doesn't feel like I'm tidying anymore!

