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sanity realized through clear *Spaces, Systems, Self and Support*

Here's Your *Slice of Sanity E-zine!*

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Tip Of The Month

Dear Cena,

Welcome March!

This season always reminds me of a former work colleague who would be found each morning in her office, on her chair, or under her desk with a hand-held dust-buster humming along.

I remember wandering in one morning, with my steamy cup of coffee in hand, and inquiring what all the ruckus was about. She looked up and said - "*It's the season to get rid of all the shmutsik*" (pronounced shmoots'-ik - Yiddish for dirty or soiled). In preparation for Passover each year, it was her custom to do a "deep cleaning". She'd go around her home, (and the entire office), dust-buster in hand, each day to capture and remove the shmutsik that had built up over the winter.

It's a great image for me to remember the freshness and excitement that comes each spring! So, as the wind's are blowing outside, why not stir up some action inside and clear out your shmutsik?

I'm a big believer in cutting larger projects into doable chunks! This is especially important if you are balancing multiple tasks, work, home and the lives and activities of a growing family.

For March, why not try taking five minutes each morning this week to do one spring cleaning task. You'd be surprised at how much you can get done in five minutes. Just five minutes a day equals out to 35 minutes per week - or 155 total minutes for the month of March! You'll be able to break a 2 1/2 task into tiny bits and tackle things in five minutes each day this month!



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Featured Article

Which Sane Space dimension most needs a remedy... Your Space, Your Systems, Your Self, or Your Support?

Clarity Camp

JUST FOR MOM!

Regain your peace-of-mind, a clear view of your life goals, and a better

Let's go smutsik hunting!

Here's to your sanity.

Cena

This Month's Organizing Action... Close Your Endless Loops

According to David Allen, author of [Getting Things Done](#), closing the loop is the best way to reduce the stress of your endless to do list. It actually works because it allows your brain to solve problems incrementally so you can get them out of your mind, and done!

Here's how to do it:

1. To close your loops, get a piece of paper, and take a moment to write everything that is on your mind down.
2. Review your list and choose your top three items that need to be completed today.
3. For each item, identify what your desired end result would be.
4. Then, decide what the very next action step is that will take you further toward your desired end result.
5. Write it down next to the action step.

That's it! Instantaneously, you feel a different sense of lightness about the task, because you've allowed your brain the space to move your thought into an action! Closing the Loop is a VERY simple way to end the annoyance of having to many items on your to do list.

TRY IT NOW to get into action today!

Ideas & Insights

When evaluating an organizing project it is important to step back and observe the disorganized space as it is - in the current state of disarray.

To begin, step back (or take a picture) and simply observe the space as it is. Begin to see the disorganization, clutter and chaos as a veil, or a symptom. As a doctor might see a runny nose as a symptom of another condition. With further analysis, the doctor may look at the symptoms to reveal a number of underlying causes: allergies, infection, sensitivity, toxic exposure... each of those causes might require a different remedy.

Clutter, disorder, chaos, and piles are symptoms; clear evidence that the dimensions of **Space**, **Systems**, **Self** and **Support** are out of balance in that disorganized area.

In order to make lasting changes and get organized, it is important to address the underlying reasons or root causes for disorganization, and create remedies at that root level for your visible symptoms to disappear.



methodology for keeping stress away by attending my 8-week Tele-Coaching Workshop Clarity Camp. (Includes 4 scheduled classes & 2 follow-up Coaching Calls)

Enroll NOW Spring Session 2011

Wednesdays 1:00 PM EST:
April 13, April 20,
April 27, May 4, 2011

**2 Tele-Coaching Calls
scheduled by you*

Investment: \$ 595
Early Reg. (3/31/11): \$ 495
**Click here to learn more
and register.**

Gizmos & Widgets

Spring it on it's way. If your changing bags this spring, check out the Pursket - it's like having a removable organized basket inside your purse!

A Pursket allows you to change bags in minutes, because all of your tag-along purse items are stowed in their own little cloth cubby. I can pull out my purseket and change purses instantly.

To get one, click through my "Cena Recommends" tab, and click to Products & Services. Or, just go [here](#) and scroll down the page to find the link ti Pursket!

For around \$25, it keeps every purse (even my hobo



bag) organized!

By defining disorganization as a symptom, analyzing why the symptom occurs, identifying its underlying causes, and addressing symptoms with targeted remedies, you will begin your journey toward real solutions and get back in control. The dimensions of Space, Systems, Self and Support provide a fundamental framework to help you get perspective, so you can start getting out from under, and living an authentic, fulfilling life.

If you'd like assistance with this process, go [here](#) to download my **Dimensions Workbook** designed to lead you through this process.

On a Personal Note!

My family got to sneak away last month for a long weekend over President's Day. We enjoyed an awesome day of spring skiing at Greek Peak in upstate Virgil, NY. It was wonderful to see how the ski mountain had changed and expanded from when I was a kid skiing there. We had perfect conditions for spring, and the weather was glorious! We enjoyed the rest of the weekend with my parents, and my brother's family. I LOVE going back home for a dose of calm and quiet!



A Great Day!

If you'd like to have a conversation about getting sane at work or at home, or if you're interested in any other products or service offerings, please contact me at cena@sanespaces.com. I look forward to hearing from you.

Here's to your sanity,

Cena Block
Sane Spaces

Find us on **Facebook** 

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Free! Free Home Space Assessment Booklet

This coupon is good for a **Free Home Space Assessment Booklet**. You can use this booklet as a guide to take your first step to getting your home organized! It gives you a structured approach to assess your current home spaces - where you may be accumulating clutter.

By starting with an adequate space assessment of each room, you'll be able to see the big picture, and take small actions toward getting your home whipped right into shape!

This exclusive offer is for my **Slice of Sanity** recipients only. If you'd like to share this great tool with friends and family, encourage them to sign up for my Slice of Sanity E-zine!

Go [here](#) to download your **FREE Sane Spaces - Home Space Assessment Booklet** today!

**Offer Expires: 6/30
3/31/11**

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