

What is your disorganized and cluttered office costing YOU?

By Grace Bermudes

Home Organization and Management Strategist

Lost Revenue?



It would amaze you to know how routinely I find un-cashed checks (and cash), buried under clutter.

Each un-cashed check is lost revenue. Save yourself the time and frustration of trying to get it reissued.

Put checks and cash in a secure designated place until you're ready to go to the bank.

A heavy-duty mesh and canvas pencil pouch works well.

When zipped up it keeps your checks, deposit slips and receipts all together so it can be grabbed quickly and it is small enough to fit into most handbags and briefcases.

Decreased Productivity?



There aren't many things more frustrating, stressful, and time consuming, than not being able to find things (like tax documents and invoices), when you need them.

Late, incomplete, invoices are annoying to clients.

Stop wasting time searching for misplaced and buried items.

Give items a home. Create a simple filing system for your important papers and projects.

Hanging folders are easier to use because they don't fall over in a file drawer.

Make labels easy to read. Opt for clear labels tabs and large dark print.

Missed Opportunity?

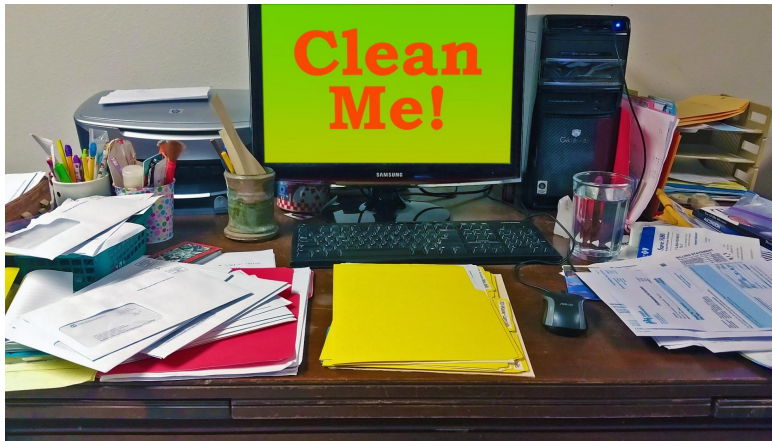


An organized office provides you with space to work on a project, collaborate with colleagues, meet with clients, and have room for an assistant.

They come to you saving you valuable travel time that you can use for taking advantage of new opportunities.

The next time a colleague, potential client or joint venture partner wants to drop by, will you welcome the opportunity and say come on in?

NO SPACE for the things you really need?



In most disorganized offices, the storage spaces (i.e.: closets, cabinets, and files) have typically been overwhelmed by the outdated, unusable, and too much.

Be on the look out for: electronics and supplies that are broken and/or have been replaced by newer versions, Letterhead with the old logo, business cards from your old company, discolored crumbled paper. Purge these and make space for your current supply needs.

Are you saving piles of used flat folders to use over and over again? Are the pennies you save worth your time in relabeling or worse yet having so many things written on it that you loose track of what's really in there.

If you send it to the recycle bin, you are still saving a tree. Paper can be recycled over and over again, forever . . . Give that paper a chance to be turned into something new and useful again.

Energy Depleting Overwhelm?



Don't forget about aesthetics. Clear surfaces. Banish empty coffee cups and stacks of paper napkins. Hang up that art.

Proudly frame and display your awards and important photos. Compost any less than gorgeous plants and opt for fresh healthy ones.

No matter what the reason your office descended into disorganization, I am sure you are sick and tired of it? You need to reclaim your workspace, a place where you can be productive.

Start with organizing your closets, cabinets, and drawers. If you are unable to block off enough time to organize the whole office at once, little steps are great!

But, you must be very persistent and keep moving forward.

If things are truly out of control, you may want to consider hiring someone to help you.

Consider this.

Sometimes it may just be too overwhelming to focus on what needs to be done, all by yourself.

Other times you truly are **too** busy and/or organizing might not be the highest best use of your time.

The important thing is that it gets done and you can feel good in your workspace.