

## 6 Tips to Work Clutter-Free

“Organized” simply means you can easily find what you need when you need it. So if you know where things are even though your office looks like a cluttered mess to everyone else, then you have a system that works for you. Unfortunately, most of us can’t do that!

*The average American burns 55 minutes a day looking for things they know they own but cannot find.*

Utilize these tips to take back those minutes and be able to quickly locate what you need:

- 2 Minute Rule - if you can do it in 2 minutes, do it right away. Answer an e-mail, make or confirm an appointment, file a document.
- Take 10 – if you have 10 minutes after completing a project and before an appointment, use it to accomplish a small task. Put in your rolodex or enter in your database a handful of business cards, file a small stack of papers, go through your mail.
- Begin and End in 15 – spend the first 15 minutes of your day checking your calendar, updating your to-do list, and getting materials together you need for the day. Spend the last 15 minutes at your desk putting files and office supplies away, stacking papers, and organizing to-do notes so you have an orderly desktop the next morning.
- Write It Down - schedule organizing time on your calendar.
- On the Go - put a tote by the door and drop in things you need to take with you on appointments, to return, and for errands. Grab the bag as you leave the office, and bring it back in when you return. Keep some bank deposit slips, stamps, and your business cards and brochures in the bag, too, so you always have them handy.
- Ups and Downs – if you have a 2-story area, place a bag by the stairs and drop in items and documents that belong on the other level to avoid wasting time and getting distracted by unnecessary trips.

### **No-Brainers:**

- Clear the top of all surfaces (desk, bookcase, table, file cabinet)
- Clear the floor
- Stack all reading material in one place
- Check pens and trash ones that don’t work or you don’t like
- Toss expired coupons, outdated material, brochures on conferences you are not going to attend, catalogs you don’t use

Remember: You cannot organize clutter, you can only get rid of it!

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