

## 7 Quick Tips to Organize Your Office...Today!

It's great if you can find the time to organize your entire work area at one time but that isn't always possible. Here are 7 quick tips you can do in 30 minutes or less that give you a place to start and make reducing your clutter a less daunting task:

1. Go through the **business cards** and slips of paper with names and phone numbers that have accumulated on your desk and scan them or enter the information into your electronic contacts, or file in a rolodex. If you have too many to do at once, grab a stack at a time.
2. Open your **desk drawer** and take out what you can hold in 2 hands. Spread everything out and ruthlessly go through these items. Toss, or sort into 'like' piles and only put back in your drawer what you really use. No pens that don't work!
3. Set your timer for 15 minutes and delete or move into folders as many **e-mails** as you can.
4. Grab one small **stack of papers** on your desktop and trash or file the documents.
5. **Pick up 10 things** in your office. They can be as small as a single receipt or as large as a bulletin board that only collects dust. For each item, either throw it away or find a place to file/store it.
6. Use the rip-and-read technique when looking at **magazines**. The first time through rip out interesting articles. Put in your *To Read* folder and the next time you're early for an appointment or have a few minutes between meetings/clients, take out your folder. Recycle the rest of the magazine or give it to someone else.
7. At the end of the work day, **straighten up** around the office. Put items away, file some papers, check your calendar, get things ready for tomorrow so the next morning you can hit the ground running.

### Organizing Assignment – Today:

Pick one thing to do right now - yes, right now! Do just one small thing every day and you'll almost painlessly remove your clutter. Best of all you will be able to find what you need when you need it, which is what being organized really means.

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