## **Creating An Efficient Workspace**

Chaos to Order in 5 Simple Steps

#### Carol Gould Professional Organizer



**Professional Organizing Services** 

## or·gan·ized

arranged in a systematic way

having one's affairs in order so as to deal with them **efficiently** 



## Step 1: Purging

#### **Small Bursts**

- One drawer
- One folder
- One bin

#### All At Once

• Pull everything out and begin sorting

## Group Like Items

**Office Supplies** 

**Belongs Elsewhere** 

Paper

#### **Project A**

Personal

**Mailing Supplies** 

## Touch It Once

Pick it up and make a decision

Don't set it back down and pick up another item without giving it a designation

One at a time

# Making Tough Decisions

• Do I need it?

• Do I use it?

• Does it work / need a repair?

• Is it current?

#### Step 2: Finding a Home For Everything

- What is used most often should be in easy reach of seat
- Avoid keeping things on work surface
- Use Vertical Space



• Label

# Available Storage

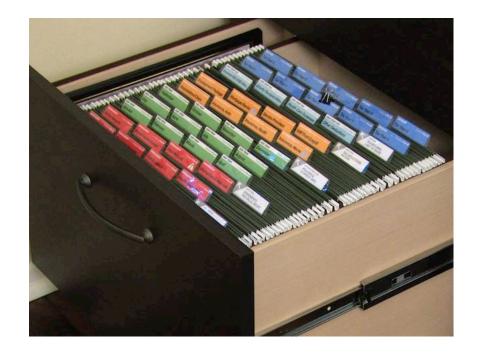
- Short term storage
- Long term storage
- Communal
- Files
- Small containers inside large spaces
- Open shelving
- Behind closed doors



## Step 3: File Revamp

#### A. Categorize

- Clients
- Legal
- Financial
- Events
- Projects



## File Revamp

#### B. Label for Yourself

- Retrieval in mind
- Don't abbreviate
- No cute names
- Color Code the labels

#### C. Update

- Seasonally
- Yearly
- Project completion

## File Revamp

Waiting On

Response

## Step 4: "New" Box

#### Near entrance, for all to put new information

#### Once you touch it, it moves on



# Don't put it down.

#### \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*





# Step 5: Clean Up

- Desktop
- "New" box empty
- Push in chair

