

Creating An Efficient Workspace

Chaos to Order in 5 Simple Steps

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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.



Put it
AWAY.

Step 5: Clean Up

- Desktop
- “New” box empty
- Push in chair

