

# Get Organized!

## A WELL-ORGANIZED OFFICE SPACE CAN SAVE YOU TIME & MONEY

It seems every home office has a desk, a table, or a countertop where mail and other important business papers get dumped. This paper pile seems to grow and grow until it can no longer be avoided. Meanwhile, bills go unpaid, social invitations remain unanswered, and important papers get damaged or lost.

Disorganization costs American business valuable time and money. It results in late fees and fiscal penalties, missed business opportunities, and unneeded stress. According to a recent study by the Wall Street Journal, the average U.S. executive wastes six weeks annually searching for important documents lost in clutter. In fact, for a person who earns \$60,000, that time lost will cost a staggering \$6,290.

Organizing your home office doesn't have to be difficult. All it takes is commitment to follow a daily routine. Here are some easy steps for organizing your home office and eliminating clutter permanently: >

### PAYING BILLS

Create one spot for monthly bills, then separate them from the daily mail avalanche.

Store all bills with your checkbook, stamps, business envelopes, return labels, calculator and receipt file nearby.

### PROCESSING PAPERWORK

Gather up all paper in one place and designate that area to be the "office."

Use a 12-month accordion file to store receipts/tax paperwork by month—it's easy and efficient.

Open your mail over the wastebasket. Don't touch junk mail twice. Toss it. And don't create a pile for items that need filing. File them!

Use an electronic database. Digital archives are up to 15% easier to access than paper ones.

File things in categories to make it easier to find them, not easier to file. The point of a filing system after all, is to be able to retrieve papers easily.

### DESKTOP WORKSPACE

Spend three minutes once or twice a day to pick up your desk and put things away.

Remove all clutter from your desktop and drawers. Keep only what is necessary and store bulk items elsewhere. Personalize your desk with a recent framed picture.

Use your calendar to schedule important monthly or daily tasks, including bill-paying, filing, invoicing and call sheets. A planned call takes 7 minutes, unplanned takes 12 minutes.



John Trosko, Professional Organizer and owner of [www.OrganizingLA.com](http://www.OrganizingLA.com)  
Contact us at [310] 806.7638.

