

Organizing Your Office for Easy Access

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An organized office is all about access. You can be really productive when you can access everything you need in an easy and efficient way. Consider placement of items to assist you in easy access to the items that are used most.

Managing your Office

Consider setting up your office in areas:

- Phone
- Workspace
- Action Files
- Archive Files
- Reference
- Supplies

Consider hanging a calendar or bulletin board on your wall. A vision board is a great addition that can help you showcase what you want to create in your life.

Use wall space by adding shelves.

Make sure to separate your file drawers so that you keep your business files separate from your household papers.

Consider getting a label maker and labeling your files. It makes a big difference!

Managing your Time

- Use only one calendar.
- Schedule your time in blocks, including personal and work blocks.
- Important projects should be handled early in the day when you are fresh.
- Handle mundane work later in the day when you may not be as sharp.
- Take time at the end of the day to plan for the following day.
- Schedule phone time for following up with clients.
- Set time aside for special projects or training programs.
- Check email and phone messages periodically, schedule response times.
- Keep your database and filing up to date, schedule time regularly.