



Does Your Office Need A Makeover?

What Is Clutter?

- Clutter is the result of unmade decisions.
- Being tidy does not mean a person or place is organized.



"Million Dollar Real Estate"

- Everything within arm's reach
- Things that are used *most* frequently
- What gets to live in YOUR million-dollar real estate?



"Everything Deserves A Home"

- When assigning a home, put "like-things" together
- "Clutter confuses, Uniformity creates Calm"
- Sort into categories
- "Presort" or QuickSort
 - Can it be TOSSED?
 - Is it ACTIVE?
 - If it is paperwork, does it need to be ARCHIVED?
 - Does it need TO BE FILED?
 - UNDECIDED – sort later



Paperwork

- Paperwork that is LYING DOWN is sleeping or hiding
- Paperwork that is STANDING communicates with you!



Binders vs. Manila Folders

- Use Binders for reference items and frequently-used papers.
- Manila folders are used for paperwork that is STORED
- Clasps keep papers from falling out
- Small items like receipts or notes can be taped to a larger paper so they don't get lost.

877-2-ISL-ORG (877-247-5674)

www.islandorganizers.com

Honolulu
439 Keoniana St. #1002, Honolulu, HI 96815
voice: 808/943-2053 fax: 808/943-2054
email: info@yourpctech.com

Los Angeles
12021 Wilshire Bl #670, W Los Angeles, CA 90025
voice: 310/391-7392 fax 310/915-7493
email: info@organizer4me.com

Does Your Office Need A Makeover

Page 2

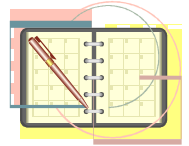
Sorting Paper

- Sort incoming paperwork by ACTION
- Sort paperwork to be filed by subject/category



"Time to Organize"

- "Categorize your To-Do's" – dedicate time to do like-tasks together.
- "Being organized is a process, it's not a one-day project."
- We suggest two quick things:
 - 1) Put time on your schedule to do maintenance like filing.
 - 2) Make an appointment with yourself –15 minutes at the end of each day to prepare for the next.



Use labels to identify "homes"

- Provides a reminder while changing habits
- Helps others to maintain order
- Use everywhere – file drawers, supply closet, bookcases

Remember...

- Piles are items waiting for a decision or action
- Clutter is made up of items that are homeless or ones that need to go back home!



Copyright © 2009-2010 **All Rights Reserved.**

REPRINT PERMISSION granted when the following credit appears in full:

Reprinted with permission from Island Organizers - Donna D. McMillan and Karen L. Simon

877-2-ISL-ORG (877-247-5674)
www.islandorganizers.com

Honolulu
439 Keoniana St. #1002, Honolulu, HI 96815
voice: 808/943-2053 fax: 808/943-2054
email: info@yourpctech.com

Los Angeles
12021 Wilshire Bl #670, W Los Angeles, CA 90025
voice: 310/391-7392 fax 310/915-7493
email: info@organizer4me.com