



HOW TO MAKE YOUR OFFICE WORK FOR YOU - *ORGANIZE YOUR POSSESSIONS*

Keeping Your Desk in Order

- Clear your desktop every day. Nothing is more discouraging than starting the day with a big pile of papers covering your desk. Often papers pile because they have no home. Look at what's accumulating and if you need to keep it, create a place to store it.
- Keep items used daily close at hand. Think of your desk space in terms of real estate. The surfaces and drawers at arm's length are prime real estate. The surfaces and storage areas further away should be used for less frequently accessed items.
- Use containers or trays to corral small office supplies. Add dividers to drawers and containers to desktops.
- Choose pieces you find inspiring. Your office should be functional and a source of energy for you. Surrounding yourself with art work or colours that make you feel good will boost your productivity.

Storage

- Desktop folders are ideal for active files to keep them top of mind
- Reference material can be kept in binders or magazine holders on bookcases, or filed in filing cabinets.
- Store materials you seldom need but must be able to access on demand (i.e. tax files, old client records) in archive boxes. Use plastic boxes if there is any risk of moisture in your storage area.
- Backup hard drives, discs or remote storage solutions are essential for storing second copies of electronic records.