

smarttime!

When you're better organized ...

- 🌀 You have more time
- 🌀 You are more productive
- 🌀 You feel more in control



create time...make space

2 simple steps to getting your desk organized!

Honestly, getting organized doesn't need to be a complicated and drawn out process. It's as simple as a couple of steps that will take you in the right direction.

1. **Eliminate the superfluous** – that's right. Get rid of the things that don't belong on your desk. This is your command post – where you likely spend a good portion of your day producing the stuff that you get paid to do. It doesn't make sense to fill up this prime area with distractions and obstacles.
2. **Create space for your active work** – you know ... the stuff that's probably sitting on your desk in piles waiting to get done. Change those piles into files and put them within arms' reach. A filing drawer in your desk, or a box on the floor beside your desk, or a filing cart ... you guessed it ... right by your desk – anywhere, but in piles on your desktop.

That's it! Simple huh?

My cheapest and quickest way to do this is to get yourself a couple of cardboard banker's boxes. Put all the 'stuff' – gadgets, unnecessary tools, extra pens, etc. into one box and all your active work in the other. Make sure you stand that active work up – pretend it's in a file drawer. That way, you can flip through and find what you need to find when you need to find it.

And don't forget the golden rule of organizing – put it back when you're done with it. This will keep your desk looking tidy and organized.

Now, get on with your day!

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Helping busy professionals get more done in less time.

Georgina Forrest, your Organizing Expert, helps busy professionals clean up their offices and shows them how to work smarter – not harder. Be sure to sign up for her Organizing Quick Tips and get a free report: 5 PAINFUL TIME MANAGEMENT MISTAKES PEOPLE TYPICALLY MAKE. Sign up here: <http://sworganizing.ca>

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