



BE BRAVE.

Clean Up Your Office!

When getting organised in the office it's important to remember to be brave! Face clutter resolutely because you are inviting change and transformation. In attending to the old, we are clearing the path for many new positive opportunities to flow into our business.

While sorting through the contents of our offices we should bear the following key questions in mind.

- Do I still need it?
- Does it support where my business is headed?
- What thoughts (positive and negative), memories, or emotions do I associate with it?
- Does it need to be fixed or repaired and am I willing to do this now?
- If it's time to let it go, am I going to sell it or give it away, and when?

Admire your efforts. Pat yourself on the back! Not only do you have more space, but it will be easier to find objects. You'll know what you have, and you will have saved valuable time being able to find it easily and quickly.

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Step 1 Arrange for recycling bins to be available for the day you decide to start your reorganisation process. Purchase large garbage bags and at least five archive boxes.

Step 2 Choose a date/day or even half a day. It's worth putting aside a few hours to make a noticeable impact.

Step 3 Choose an area that has really been annoying you. It unsettles you every time you notice it or even think about it. Walk in, take a deep breathe and off you go! The final aim here is to create a 'place for everything' to live. **START ANYWHERE – SOMEWHERE!** For example, you may be organising a storage room in your office, so take out everything in groups, placing the contents on the floor – like, all your spare two-ring binders, or all your smaller stationery items. Keep a list of Things to Do. Keep each item separately on the floor or place in plastic bags or containers with a note saying what it is. Writing this down reinforces future planning, and saves us relying on memory.

Step 4 Clean surfaces thoroughly. Begin to sift through items and discard the obvious things that you no longer need or want. If an item doesn't work, decide on the spot whether it can be fixed easily. If you do want to fix the item, write its name or the task involved on your Things to Do list and add it to your Action pile.

Step 5 Separate items into groups or categories. For example, if it's your filing system or other paperwork, set up simple categories for everything in the pile/s such as – Accountant, Advertising, Associations, Bank, Business Information, Cars, Catering, Christmas, Client Feedback, Company Information, Competitors, Computer, Correspondence (A-Z), Insurance, Investments (share certificates, etc), Legal, Networking, Tax, Telephone, etc. You can label them professionally by purchasing an inexpensive labeling machine.

Step 6 Now that the sorting has been done, you can start putting things back where they belong. If you didn't have a place for everything before, create areas or sections by grouping like items. Try to place things carefully so that you can see everything on your shelves.