

SAVE YOUR BUSINESS – AND YOUR SANITY AT THE SAME TIME!



## office organiser

**A** place for everything, and everything in its place. We've all heard that maxim, but how many of us actually live by it – or put it to work in our home offices? Carol Posener of Sydney's Get Organised does, and so do her clients.

Variouly called 'an angel', 'a treasure' and 'indispensable', Carol does for her clients what so many of us keep meaning to do for ourselves. She organises them. When she's spent a few hours in an office, there is a place for everything. "We all just want the same things," she says. "We want everything we need at our fingertips. It's only human to procrastinate, but people feel so much better once it's done."

Basically, Carol is in the business of removing clutter and setting up office systems. Her business evolved from an idea that came to her when she spent a stint as a temporary secretary. "I realised how disorganised people can be," she says. "Wherever I went, I had to organise my workstation before I could begin. I'd been looking to start my own business and realised there was a call for an organising service. That was seven years ago."

These days her clients include everyone from judges and writers to small business types. She not

only does offices, but will knock over your garage, spare room, shed or personal paperwork as well.

"The basic procedure is that we talk about what you might want – if you have no idea that's fine – and then I'll go through the office with you and try to throw out as much stuff as we can to give you room to move," says Carol. "Then I sort out a filing system for the rest, and find a home for whatever's left over."

Asked whether it's difficult to cross over so many businesses and lives, she answers: "Basically, no matter what industry it is, the desirable system is the same. We all want to work efficiently."

According to Carol there have been only a few working areas that have brought on an "Oh my God, what am I going to do here?" response. "Mostly I just view it as a challenge – and I love a challenge!"

*Carol Posener of Get Organised charges \$50 an hour for a minimum of four hours. She organises offices in New South Wales and is expanding her business to include Victoria and Queensland. Call her on 0414 975 657. Check your Yellow Pages for a local secretarial services company in your area, who could assist you with your home-office organisation.* □