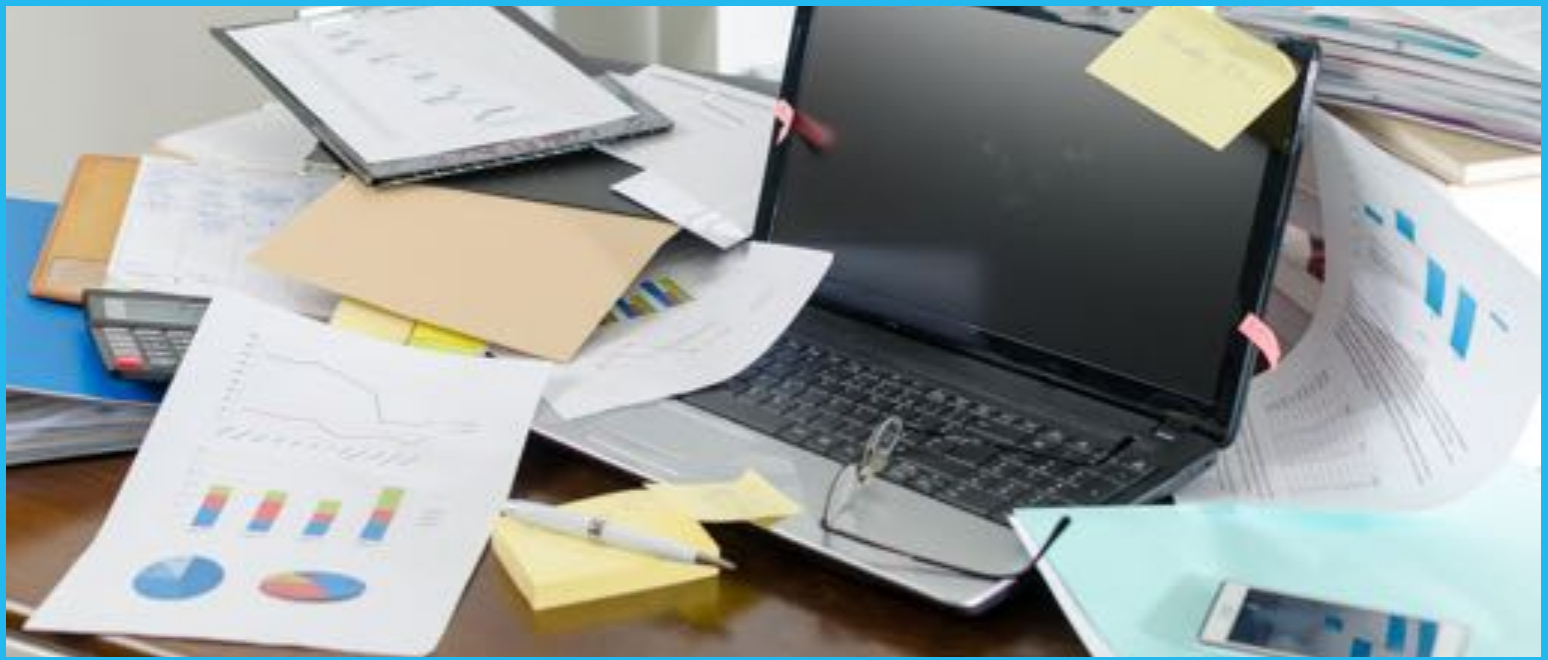# Organizing Your Office?

5 Steps

That Will Make or Break Your Project

Don't let disorganization stand in the way of your success

A disorganized office causes:

- Wasted Time
- Lost Money
- Increased Stress

It can even derail your motivation

Tori Guyer has helped hundreds of clients conquer their organizing goals. They save money and get more done.

The average business person spends over 150 hours per year searching for lost information. That's almost 4 working weeks. Imagine what you could do with an extra 4 weeks each year...

Are you ready to reclaim your 4 weeks? This guide shares the 5 essential steps Tori Guyer includes in every office organizing project.

Step # 1
Understand Your "Why"

What are your goals and vision for this project?

- Imagine what your newly organized office will look like. Make notes before you begin.

- How will you feel when the project is finished? Inspired? Relieved? Empowered? Calm? Energized? Capable? Reliable? Productive? Write these feelings down.

- Besides you, who will benefit from your project? Your family? Your friends? Your colleagues? Add this to your notes.

- Take pictures of your office from several angles. Open drawers and snap photos of the contents. Capture your pain points. These photos will help you mark progress as you work through your project.

Step # 2
Choose a Calendar and a Task Management System Before You Begin

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As you organize your office, you'll be creating systems to store paper and other items. Many of these are sitting on your desk, floor, etc. as reminders of actions that need to be taken.

 You will a system to keep track of the "to do" items and reminders you uncover as you work through your project.

Do you want separate calendar and task management systems, or would you like these to be combined into a single planner? Would you rather keep track of things electronically, or do you prefer paper based systems?

Take some time to explore a number of options. There is no perfect system. Decide what feels most comfortable for you.

Step # 3
Know Where to Start

To kick off your project, you will need:
- A letter or other shallow tray to use as an inbox
- A 2nd letter tray for outgoing items
- Containers for trash and recycling
- A shredder or bin to hold items to be shredded
- Sticky notes or removable labels
- Sorting bins - Iris Medium Clear File Boxes work well.

Begin by sorting the most current paper on your desktop into these categories:
- Trash/recycling
- Shredding
- Action Items
- Items to be filed
- outgoing items

As you sort, update your task management system and calendar with action items and appointments.

Step # 4
Document New Systems

An organizing project can feel overwhelming. Each piece of paper you touch requires a decision. Do you need to keep it? Where and how should it be stored? How will you find it again when you need it? *Document your systems to avoid decision fatigue.*

Create a working document where you will keep track of your systems. Keep it simple to make this an easy reference tool.

Use labels as part of this documentation process. Labels create a map for your to follow as you put items away. They draw a line to prevent you from putting things where they don't belong.

Use sticky notes as temporary labels at the beginning of your project. This makes it easy to move categories around as you consider the best placement. At the end of your project, use a label maker or hand written labels to finish the process.

Step # 5
Stay on Track

Organizing is hard work. It's easy to get distracted. Use these tips to stay on track:

- Break your project into manageable time segments. Set an alarm and work without interruption until the alarm goes off.
- At the end of each organizing session, take a picture to mark your progress.
- Ask a friend, family member or colleague to serve as an accountability partner for your project.

As you organize, you may feel tempted to actually begin working on some of the tasks you uncover. Use the "2 minute rule" as a guide:

- If the task will take less than 2 minutes, complete it and them return to your organizing project.
- If it will take longer, add it to your task list.

Remember, your work in this moment is organizing your office, not clearing items off your "to do" list.

If you hit a wall, look back over your answers in step 1 above. Remind yourself of the future you're working toward.

You'll love how it feels to walk into your newly organized office. Sitting at a desk that is set up to be your command center will give you motivation to tackle your day. You'll be able to find what you need when you need it. You will finally gain traction on your goals.

Save Time

Save Money

Get Organized

Need a partner for your organizing project? Professional Organizer, Tori Guyer has helped hundreds of clients achieve their organizing goals. Call Tori at: 317-677-5078 to get started.