

The Business Times – September 2021

Inside the Mind of a Professional Organizer - By Jessi Bushman aka “Organizer Jessi” Ongoing Tips to establish and maintain an organized workspace

Ergonomics, space and organizing tips:

I believe your workspace set-up is one of the most important factors of your daily productivity and overall functionality.

First, start by taking inventory of the desktop supplies you rely on regularly.

This list will vary for everyone, and a great example of how important our workspace surface really is.

When using a desktop computer, typically we have multiple monitors to take into consideration. I highly suggest investing in (or building) monitor stands since this is one of the largest items on your desk.

Monitor stands improve our viewing angle, our posture, and create unique storage solutions. Store-bought options have improved greatly compared to original designs of 1-2” tall and 1-3 pull out drawers big enough for a few push-pins and paper clips.

Also, many people have transitioned to an adjustable unit allowing you to sit or stand.

I've customized several desktop stands throughout the years to accommodate different versions of monitors and number of screens used. My latest version was a very simple, open-bottom shelf. I made sure both were tall enough to accommodate a majority of priority desktop items. This kept everything within reach, under and along side the monitors, while keeping remaining surfaces clutter-free.

I utilized items I already owned such as mini silicone baking molds, plant pots and decorative vases for fun pops of color and variation from the basic office supplies. I figured, as much as I use these random things, I may as well have some fun! This is a great example of making use of the things you already own.

What about drawers, shelves and overhead compartments? Do you have any of those?

Some office designers forgot to take in consideration, our personal effects. Where do you store your coat, purses, sweaters/blankets and the Oh-So-Important Snacks?

I try to be prepared for my daily routine, and take into account all the little things that make me comfortable.

Essentially, “I move in” and get “Settled”.

What about you?!

Do you have a place for all of the items that get you through the day?

What challenges do you face when trying to designate a spot for your personal effects?

Steps to help you simplify and maximize your workspace:

- Write down or create a document, listing everything you have on your work surface or visible shelves.
- Open all of your drawers, cabinets, overheads.
 - Add to your listing, everything you have stored within these spaces.
- Think about items you just documented. It's time to prioritize what you ACTUALLY use!
- On your list, highlight the items you can do without. (I find we usually have **more** than what we actually need at the workplace.)
- Once you have mentally evaluated what you have, it's time to pull those random things that have overstayed their welcome and purge. This applies to paper files too...

Now that you have cleared up some valuable space, let's take another look at what your left with:

- It may be helpful to create another listing of you newly prioritized items.
- Can you group things together? Did you find hidden treasures in various locations? What about pens or other small pieces scattered throughout?
- I suggest checking around your office or home for unused small boxes and trays to contain these small items in one designated location.

This is a process that will continue to improve for you. Keep tabs of the items you use and where they are located. This is a time saving method that will enable you to become more organized, efficient, AND the envy of your co-workers!

I enjoyed sharing **Tips to establish and maintain an organized workspace.**

Check back for ongoing ideas and suggestions!

Website: organizerjessi.com

Facebook: OrganizerJessi

Email: organizerjessi@gmail.com