10 Office Organization Tips

Is your paperwork piling up? Is your stapler nowhere to be found? Are there way too many bobble heads on your desk? It is hard to accomplish anything in your office when you are constantly distracted by the mess. By following these ten tips, you can get your space back in order and start completing your assignments efficiently again.

○ **Declutter One Section at a Time**
Spending a whole day at work reorganizing your office space is not the smartest idea for a busy worker, and it can be very overwhelming to do it all at once, too. Break the mess down into sections. Go through one or two drawers a day, recycling old papers, purging other unnecessary clutter, and only keeping the essentials.

○ **Put Things Back Where They Came From**
Tossing pens, Post-Its, and other materials carelessly into a drawer everyday just adds stress to the mess. After decluttering, spend a little extra time putting everything back in its proper place. Invest in desk organizers to keep these items in their own individual compartments for easier access.

○ **Color Code**
For all the paper files you want to keep on hand, sort them into different colored folders or binders that each represent different categories. For example, put financial papers in a green folder and medical papers in a red binder.

○ **Label Maker**
Labeling everything in your office will make searching for files and materials much easier for you and others who are helping you look for something. It will also encourage you to put everything back where it's supposed to be.

> **ARRANGED PRO TIP**
> When organizing your desk or office, make everything you use frequently easy to access and pack away folders and other supplies that you don't use as often.

○ **Eliminate Paper Waste**
Are your paper files taking up too much space? Download a scanning app on your phone and upload copies onto your computer. To take these files with you on the go, upload them to a file storage and synchronization service.

○ **Clean Up your Computer**
Don't be lazy with your digital files! Get in the habit of sorting your files into their proper folder at the end of each work day. Knowing where everything is makes life much simpler!

○ **Emails**
Regardless of if you are a business person or a college student, your inbox will get flooded with emails, many of which will be read and then left alone. Use folder features to sort the emails you want to keep around for reference. Gmail offers a tab feature that can separate promotional emails from your primary inbox automatically.

Utilize Wall Space

If there is any available wall space in your office, don't forget to use it! Add shelves, filing storage, whiteboards, and more to efficiently increase your storage space.

Decorate Tastefully

Make your desk a space you can enjoy! Just don't let the decorations take up more room than your work. Have some pictures of your family and friends to one side of the desk, as well as a knick knack or two to add some fun. House plants are also proven to increase productivity and reduce stress, so leave some room for a small succulent that is easy to care for.

Clean Up After Yourself

Start each day with a clean slate by straightening up your desk at the end of each day. Putting everything back the night before will allow you to get right to work when you return.

If your schedule is too packed to reorganize your office on your own, we can help.

ARRANGED will implement a plan to declutter and professionally organize your office space in a functional, aesthetically-pleasing way. Let us make it easier for you to get your work done!

Click here to learn more about ARRANGED's organizing services, then read our Testimonials.
Contact us to schedule a complimentary phone consultation.

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