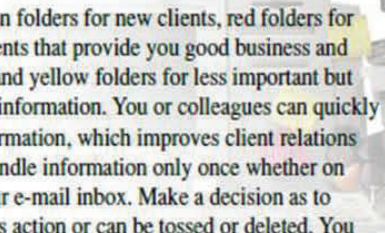




Tips to Reduce Office Clutter

- ❖ Set aside time weekly to manage and organize information. Adhere to that commitment like an appointment and you will stay ahead of the game.
- ❖ Always organize your desk at the end of the day, so at least 80 percent of the desktop is visible. This will make going to work each morning a joy because desk stress and mental overload will decrease while your productivity increases.
- ❖ Eliminate anything on top of your desk that is not used often. Put everything else into drawers, cubicles or containers that are easily accessible. Your efficiency will double and your fatigue will decrease.
- ❖ Limit yourself to only one personal photograph, placing it in the southwest section of your work area to energize relationships. This will increase focus on the work at hand not others.
- ❖ If you need to access files at a moment's notice or need a reminder to follow up on specific projects regularly, use a vertical desktop file sorter instead of stacks, and color-code



them. Use green folders for new clients, red folders for established clients that provide you good business and good fortune, and yellow folders for less important but still necessary information. You or colleagues can quickly find client information, which improves client relations and results. Handle information only once whether on paper or in your e-mail inbox. Make a decision as to whether it takes action or can be tossed or deleted. You will become more efficient and lower your stress levels. +

Excerpted from the article Reduce Office Clutter: Your Three-Step Plan to Increased Productivity, Efficiency and Profitability by Pat Heydlauff, president of Energy Design. She helps business leaders streamline and transform their companies, resulting in employee satisfaction, client retention, and bottom line profitability. Her new book, "Feng Shui: So Easy a Child Can Do It," provides change that leads to success and prosperity. For consulting and speaking information contact www.Energy-by-Design.com, or call 561-799-3443.