

# *Salt Lake Wholesale Gift Show*

## **Personal Management**

### **Reduce Office Clutter**

According to the National Association of Professional Organizations, paper clutter is the number one problem for most businesses. Studies show the average person waste 4.3 hours per week searching for papers, which adds stress and frustration to the workplace while reducing concentration and creative thinking. The average executive loses one hour of productivity per day searching for missing information. And, according to the Small Business Administration, the biggest burden for small business is the inability to properly service customers, increase sales and improve the bottom line because of mishandled paperwork..

#### **Start Now**

Whether you are responsible for creating your own information management systems or if those higher up are in charge, it's still up to you to take action and make it happen. There are some steps:

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% 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.

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.

#### **Sustain Your Information Management System**

Once you have devised your information management system and put your plan into

action, you must focus energy onto it to keep it operating smoothly on a daily basis. It won't become part of the corporate culture or a personal habit if you don't do more than just un-clutter and organize once or twice.

Create a Clean Desk or Clean Workspace Policy, and establish a reward system that is handed out weekly, such as a small trophy for each office that qualifies. If the trophy stays with that person for six months or a whole year, provide them an extra reward, perhaps a day off or preferred parking for a month.

Post pictures of the winners in your employee lounge or common area, and recognize them at company meetings.

Encourage your employees to put one personal creative item on their desk, where stacks of paper used to be. This will serve as a reminder of how easy it is to stay clutter-free and stress-free.

Stress, clutter and disorganization cost businesses thousands of dollars in lost profits, productivity and time. By creating a plan to stay organized, and implementing these tips on a regular basis, you and your company can reap the benefits and your employees will be happier and healthier.

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