

Wellness

A T W O R K

**OFFICE ORGANIZATION =
INCREASED EFFICIENCY & BETTER HEALTH**

STEPS TO ORGANIZE YOUR OFFICE

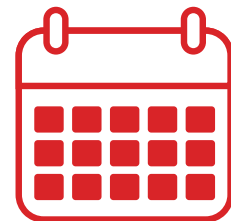


MAKE A LIST OF WHAT YOU USE

Before you organize - take a week to keep tabs on what you really use. It's easier to find what you need when you have less stuff in your space / at your desk.

SCHEDULE TIME FOR ORGANIZATION PROJECT

Put time on the calendar to focus solely on decluttering and reorganization (2-5 hours.)
Before you create a new system or buy for your office, you need to get rid of what you don't want or use to see what you will really need to keep in your office.



SORT - THEN DECIDE

Most organizational experts agree - the art of organizing is to first declutter. My favorite is Neat Little Nest.

Take everything in your office and put them in categories- for instance:

- all the books together
- all the notebooks together
- all the pens together
- all the paperclips together
- all the folders together



ONCE YOU HAVE SEPARATED ITEMS IN CATEGORIES

-go category by category and identify what you really need and use, what you want to keep for nostalgia and what you can discard or make a pile to donate

FOR ALL THE ITEMS YOU KEEP - DESIGNATE A PLACE FOR THEM