

# Cut Through the Clutter

Boost your productivity by following these steps to creating an organized office.

Do you ever feel like the clutter in your office is out of control? Do you search through sticky notes to find your client's phone number—hoping that scrap of paper wasn't tossed out with last week's junk mail?

Home offices are often set up in a corner of the family room, a spare bedroom... we've even heard of women who have turned walk-in closets into office space. The trouble with small spaces is that clutter can quickly take over. Thankfully, a little organization can go a long way. We asked Professional Organizer Jane Carroo, owner of Chicago-based Clutter Coach Company, for a few tips to help nix the chaos and create a space that inspires success.

## Managing Your Office

An organized office is all about access. You can be really productive when you can access everything you need in an easy and efficient way.

- Phone
- Workspace
- Action Files
- Archive Files
- Reference Materials
- Supplies

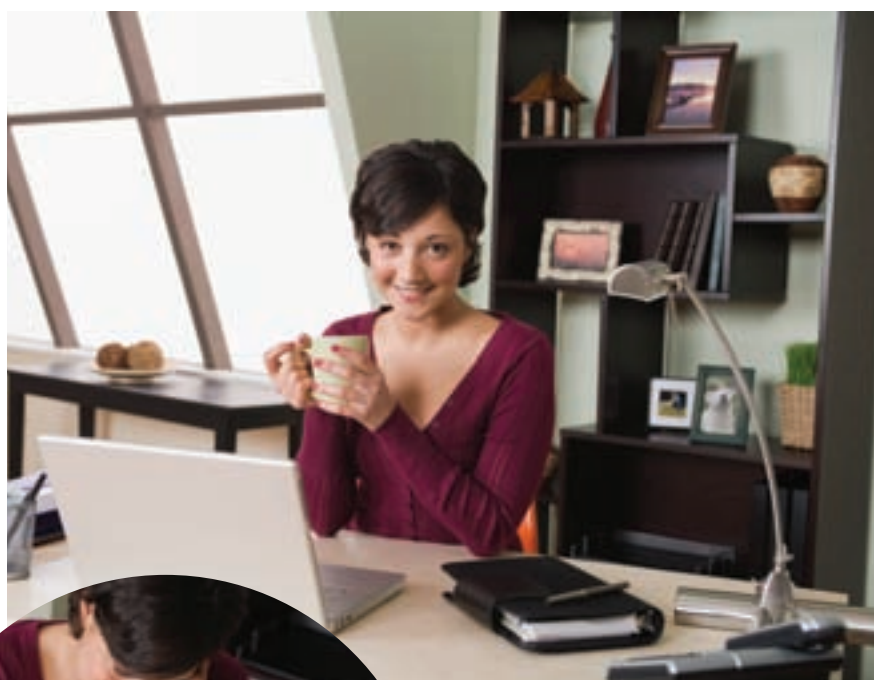
Maximize storage by hanging shelves on your wall.

Make sure to keep your business files separate from your household papers.

Consider getting a label maker and labeling your files. It makes a big difference!

## Managing Your Time

- Use only one calendar.
- Schedule your time in blocks, including personal and work blocks.



- Set time aside for special projects or training programs.
- Check e-mail and phone messages periodically, schedule response times.
- Keep your database and filing up to date; schedule time regularly for this.

## Inspiring Success

Consider hanging a calendar or bulletin board on your wall. A vision board is a great addition that can help you showcase what you want to create in your life. Cut out photos from magazines of your dream house, places you'd like to visit, the ultimate pair of shoes—*whatever you want*. Pin them to your vision board along with a chart tracking your progress toward achieving your goals. **EW**

*For more tips on organizing your home or office, visit [www.cluttercoach.com](http://www.cluttercoach.com).*

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- Important projects should be handled early in the day when you are fresh.
- Handle mundane work later in the day when you may not be as sharp.
- Take time at the end of the day to plan for the following day.
- Schedule phone time for following up with clients.