

## Cutting Office Clutter Forever

(NAPSA)—It's an all-too-typical scenario: You spend hours (or even days) cleaning your office. Afterwards, you stand back admiring the new, uncluttered look and vow to never let it get messy again. Yet, within a month or two, you realize that everything has reverted back to the previous state.

So how do you break the cycle? Experts at Globe-Weiss, a leader in organization and filing for the past 125 years, suggest it's usually the lack of plans and processes for handling active projects that ends up overwhelming our offices with papers and files. Follow these simple tips to get control of your workspace forever:

- **Snuff small stuff:** Do you really need holders for pens, tape, and paper clips on top of your desk? If you are using things only sporadically, put them in a drawer or a box on your shelf. Reduce the number of personal items, like picture frames, cute relics, souvenirs, imprinted business gifts, etc., to no more than three pieces.

- **Collect and consolidate:** Consolidate information and related materials to as few locations as possible. Consider a centralized notebook or planner system to keep key information in one place within easy reach when you need it. Once you've gotten into the habit, you'll be rewarded every time you need to locate something.



**There are a number of easy ways to free up your workspace.**

- **Make active projects accessible:** Designate separate locations for current, in-process projects that you must tackle and for current projects that are waiting for input and/or answers from others. Make time at the beginning or end of each day to reshuffle them according to your priorities.

- **Work smarter:** For managing in-process projects, use organizational tools such as Project Jackets to track deadlines and help keep jobs moving smoothly through the office instead of adding to the clutter. These jackets have preprinted grids that let you easily see deadlines, names, numbers, etc., making it simple to prioritize time and manage workloads at a glance.

For more information and organizing tips, visit [www.makeorganizingeasy.com](http://www.makeorganizingeasy.com).