



## Get Your Office Organized!

# 10 ways to organize yourself & your business space for maximum efficiency.

By Angela Del Corpo, The Organized Diva

Whether you are an entrepreneur working from home or a business with a small office, getting your space organized is essential in order to be successful. Regardless as to whether you're moving to a new space or want to re-organize the old, here are ten ways to get you there:

### Start with a list

Before purchasing organizing systems, boxes and shelving, make a list of your needs, wants and wishes for your office space. Such things to consider: Furniture, office supplies and equipment as well as files.

### De-clutter

If you are working from home or a space that is currently home to something other than an office, it's time to clean up. Set up three bins, "keep", "garbage" and "donate". Purge items by these categories. Don't keep something just because you "think" you'll need it next year. Dispose of the garbage items and donate the items you will not require.

### Go Shopping

Take your list and go shopping! Remember to bring a measuring tape for large items such as furniture to ensure it will fit.

### Getting set-up

Once your items have been purchased and/or delivered, it's time to revisit your sketch. Start by adding the furniture, cabinets and shelving into the room. Start with one piece of furniture (such as the desk) and organize everything to do with that piece.

### Setting up Equipment

If you are not technically inclined, obtain the services of someone who can set up your computer, printer and photocopier. If necessary, have them install any software or internet connections you may need.

### Organize your files

This is an important step. Paperwork can become overwhelming fast. Putting a system in place, one that will work with your personality and business style will be imperative in order to keep this system functioning well.

### Handling Electronic Material

In addition to organizing your electronic files, all businesses, regardless of size should adhere to some basic electronic storage rules:

Be sure to keep all your software installation CD's together. Most CD's have the manuals as a document on the CD itself. If not, keep the printed

manual with the CD. The easiest way to do this is with a binder. Insert plastic CD holders, this way they're all together and you can put the CD's and manuals all in one location.

ALWAYS back up your computer system. This should be done on a regular basis. If your computer crashes, you will have a back up.

### Organizing Office Supplies

Organize your office supplies in one centralized place in your office.

If you purchase multiples of items, such as paper, be sure to take the reams of paper out of the box and place them on a shelf. Keep like coloured writing utensils together. Use small storage containers to hold small items such as paper clips and binder clips. Toners and ink refills should be kept at room temperature and away from extreme heat or cold.

For inventory, keep a clip board with a replenishment list next to the supplies, this way the last person who takes the last of an item can add it to the list for repurchasing.

### Keep it neat

Even if you are not an organized person, don't be messy. If you have clients that visit, nothing is more unappealing, not to mention distracting, than a mess. It will undermine your credibility. Don't scatter papers on the floor or keep dirty plates of food lying around. Even if clients don't visit, this is not conducive to a motivating work environment for you and your staff. And once everything has its place, it will be easier to keep neat.

### Get in the Pros!

If you feel getting organized is a completely overwhelming task, call in the pros. They will help you determine your needs and style. They will tackle the project from start to finish, leaving you to do what you do best – run your business!

Angela Del Corpo is a Professional Organizer and owner of The Organized Diva located in Oakville, Ontario. Visit [www.theorganizeddiva.com](http://www.theorganizeddiva.com) for more information.