

SUCCESS TIPS FOR ORGANIZING YOUR HOME OFFICE

by Laura Shepherd

Would you like to work in a well-organized office? The problem is many of us are unwilling to spend the time it takes to get organized. If we used a system of organization, we would find ourselves being more productive and even having a little more time for ourselves.

As an organizing consultant, I have learned what is important to organize. When I go into an office, I will be shown all the files the client wants organized. It's at this point I ask which ones are current? I only organize files that are currently being used. If the client still wants three drawers of files organized that they have not used in over a year, my recommendation to them is that they organize these files themselves while putting them in storage boxes. Be sure to label the boxes and store them in your storage area. If you work out of your home, you may not have room in your storage area for these files. My suggestion to you is to find used filing cabinets. These filing cabinets may be stored in a garage or basement to store files that you no longer use. However, because of legalities, you cannot dispose of them.

To start your organization, start making a list of every file in your file drawers. You will discover that you have files in your current file drawers that should be in storage. The next thing you will see is that you have duplicate type files. The list will also show if you can tell what is in a file by the way it is labeled. Being able to tell what is in a file by its name will save you time that can be used in a more profitable way. It will also make it easier for anyone else who has to find something in your files. My "Step-By-Step Guide To Organizing Your Office" contains detailed information on this particular subject.

After you have taken out files that belong in storage, removed your duplicate type files and relabeled files that you were unable to tell their contents by their label, it is now time to put your files in alphabetical or chronological order. After you have completed this, make a new list of every file. Make copies of this new list and put a copy in the front of each file drawer. Be sure to update your list when you add and delete files.

Laura Shepherd is an office organizing consultant with 25 years of experience in the secretarial field. For information on every aspect of how to organize your office, send for the "Step-By-Step Guide To Organizing Your Office". The cost of the guide is \$5, postage paid. Send your request and \$5 to Laura Shepherd, Organizing Consultant, P. O. Box 620006, Oviedo, FL 32762-0006.