

## **5 STEPS TO AN ORGANIZED WORKSPACE**

Enhance your productivity with these tips for a clean, well-organized workspace.

### **1. CLEAR AWAY CLUTTER.**

Make plenty of space in your work area. A cluttered work surface makes it difficult to concentrate. This will dramatically reduce productivity. Papers get lost. Keep a trash or recycle basket nearby to eliminate unneeded paper. Keep pictures and decorations to a minimum, and out of the way.

### **2. KEEP SUPPLIES STOCKED.**

Think about how you use your work area and keep the necessary supplies handy. Pens, calculator, stamps, writing paper are a few examples. You should have all the tools necessary in your work area.

### **3. UTILIZE ORGANIZING TOOLS.**

File trays, in/out baskets, desk organizers and drawer dividers are useful tools in helping you get your workspace organized. Think about what tool would be most useful and why before you buy. Would a file folder work well enough to hold all your prospect information, or would a binder with alphabetical dividers allow you to access that information more quickly?

### **4. MAKE YOUR SPACE COMFORTABLE.**

Get a good office chair that provides adequate support for your back. Lighting should be sufficiently bright. The computer monitor should be positioned at or slightly below eye level. If you do a lot of keyboarding, an ergonomic keyboard can help keep your wrists and fingers from getting overworked. Take frequent rest breaks if you work long hours at your desk. Get up and move around every 20 to 30 minutes.

### **5. CLEAN UP YOUR SPACE.**

When you finish using your workspace for the day, clear the desktop of every thing but the next day's projects. **C**reate **O**rder on your desktop and you'll **R**enew your **E**nergy and increase your productivity!