Article Side

Organizing Your Office Use a File Sorter Shelves and Other Tips by William Hauselberg

Article published on February 16th 2012 | Business

Boost your productivity by organizing your office and taking a little time each day to keep it that way. A cluttered desk can be distracting and make it difficult for you to get your work done. Use these tips to organize your desk and stay productive.

1. Arrange your desk tools

When the things you use daily are out of reach, it can lead to clutter. If your file sorter, for example, is at the far end of your workspace, you might toss papers in that direction but never actually get around to actually filing them. So, think about how you want to set your desk up that makes the most sense for you.

â€¢ Start with your computer. Put it where you want itâ€”even if thatâ€™s not where IT set it up. You may f your desk is much easier to use and manage when your computer is in the corner, in the middle or on the other side of an L-shaped desk.

â€¢ Next, put your phone in the right spot, which is opposite your dominant hand. (If youâ€™re left-handed put it on the right and vice versa.) This way, you can easily take notes or use your computer mouse while on the phone.

â€¢ Keep your calendar, notepad and pens at hand. If you frequently reach for the stapler, tape dispenser or calculator, keep those items accessible, too. Put anything you donâ€™t use often in your top drawer.

2. Use the right file sorter

Youâ€™ll find plenty of file and letter organizers on the market, so look for one that accommodates your needs.

â€¢ If you deal with a lot of mail, use one tailored to a standard letter size.

â€¢ If you need to sort office file folders, you can choose from a flat or inclined sorter.

â€¢ If you have a lot of loose papers, find a hanging tiered sorter to keep the papers from curling.

3. Tuck away your cables

When it comes to organizing your workspace, getting cables and cords in order can really make a difference. Instead of having your computer cables and phone chargers on your desk, use zip ties or Velcro strips to bind them together. Then, tuck them underneath your desk.

4. Set up reminders

Whether itâ€™s weekly, monthly or twice a year, set up a reminder to take a look at your books, binders, manuals and file folders. Choose what you want to keep and archive it. Then, recycle, donate or toss anything you no longer want.

5. Use your walls wisely

Want more desk space? Use your corkboard or cubicle wall to keep important notes, keys, books and binders within reach. Hooks, push pins and desk shelves are all great tools for organizing your walls. Take down old papers and post vital information where you can see it. Arrange photos, certificates and other personal items by your desk shelves or wall where theyâ€™ll remain in view without cluttering your reference materials.

6. Set up a personal area

Find a home for your purse, laptop case, keys, wallet, mobile phone, etc. This will help keep your workspace clear. Plus, storing these things in the same spot every day will help you remember to gather them all before you leave.

7. Organize everyday

The best way to reduce the clutter in your office is to spend just a few minutes at the end of each work day straightening up and getting ready for the next day. Whether itâ€™s moving critical office file folders front and center, storing completed projects on desk shelves or simply putting away loose pens, rubber bands and paperclips, a little effort each day will keep your desk clean and ready for you to do your best work.

Article Source:
http://www.articleside.com/business-articles/organizing-your-office-use-a-file-sorter-shelves-and-other-tips.htm - Article Side

William Hauselberg - About Author:
The author has an immense knowledge on a desk shelves. Know more about a file folders related info in his website.

Article Keywords:
desk shelves, file folders

You can find more free articles on Article Side. Sign up today and share your knowledge to the community! It is completely FREE!