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Is your office full of boxes, paper, magazines, reports, books and files? Do you dread having to find a lost document in the piles on your desk as well as office floor? Do you feel helpless in terms of deciding as to how to get rid of all the mess? Perhaps you do not know where and how to start. Just know you are not alone. There are many around you who have to face the same dilemma. Paper starts to accumulate as soon as a project is initiated, you and your coworkers keep adding to the piles. You are waiting for the right moment to come when you can organize everything and guess what that moment never arrives. A point eventually comes when you are totally lost in the piles and have to do something about it or you may not be able to do your work at all.

Messy offices in many cases lead to low productivity and time loss. If the file you need is lost in the clutter and the project deadline has arrived, you are going to spend precious time finding it and may not be able to meet the deadline at all. This obviously will lead to an encounter with a mad boss and the final result will be a very stressed out you. But there are ways to decluttering the work space. Some ideas are as below:

â€¢ You may start by removing any outdated equipment from the workspace.

â€¢ Go over the material on the shelves to remove any outdated documents, magazines or reports. This will allow for more space for the material which is useful at present time.

â€¢ Once there is some space available on the shelves, it is time to sort and organize the material that may be in the boxes or is on the desk. Sort this material into four piles. One could be frequently needed and accessed documents pile, the second could be a pile of material you do not need that often, the third pile could be of recycle and the fourth may be garbage or shred.

â€¢ Once sorted put the documents in piles one and two in folders. You can colour code the folders for different projects or committees and then label them as well.

â€¢ Remove any extra furniture which is of no use to you.

â€¢ Invest in some organizing trays and baskets.

â€¢ Get a white board for quick reminders and notes to yourself.

It is possible to have a clean and well organized office. A key to this though is having an organizing system that works for you and your style. The result will be a more productive and efficient you.

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