



It's About Time

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“Digging out to write to you” was the subject line of an email from a client who needed to get her home office better organized. With spring around the corner, now is the time to dig out of the clutter in your home office and enjoy a more productive environment. If you’ve said “I hate my desk or office”, one of the following may be a contributing factor:



Location – Is the space too dark, so you avoid working there? Does household traffic and noise interfere with your work? Is the temperature too warm or too cool, affecting your concentration? Is the view from the space such that you’re always thinking of other things you ‘should’ be doing? If you don’t like being in the space you’ve designated for your office, you won’t get much work done there. Often these issues can be cured with minor tweaks such as task lights, fans, window coverings, or decluttering. Alternatively, you may want to consider a different location if the space deficiencies cannot be remedied.

Inappropriate Furniture or Equipment – File cabinets that are difficult to open or close, desks that engulf the room, dinosaur computers that don’t compute by today’s standards and other such inefficiencies can limit your productivity. Uncomfortable chairs can literally be a pain in the neck. Even furnishings in colors you dislike have an effect on your productivity. Shop around for used furniture at consignment stores, and invest in the best chair you can afford.

No Focus – A common problem in the home office is lack of focus. Who’s inspired to sit down to work alongside the ironing board, with leftover supplies from the last party, or sleeping bags thrown hastily on the floor? Superfluous items can cause lack of focus, so store extra items away when you’re not using them. An office space where you can flourish will be free of distractions.

Costly Clutter – Don’t think for a minute that you are not affected by the clutter in your space. Each time you walk into your work space and see piles of old catalogs, the remnants of gift wrapping or a sewing project, you will take note subconsciously. When you’ve cleared out the towering stacks of excess, you will begin to see opportunity where before you saw only difficulty.

Freaky Files – Filing has been voted America’s most dreaded office chore, and it’s no wonder with jam-packed file cabinets. Squeezing in just one more piece of paper can be frustrating. Try these two techniques to thin your files: 1) when you have a file open, quickly sift through it to see if there are duplicates or outdated information that can be discarded; 2) schedule a file clean out day to purge files. Be sure to choose a time when the demands of your work are low. For information that’s rarely used but must be kept for legal purposes, make “Archive” files that can be stored in a less accessible location.

Funky File System – Having a file system that doesn’t work is a curse to being productive. You know your filing system isn’t working when you can’t quickly find what you filed, or when you avoid filing because you’re afraid of not finding it later. I highly recommend The Paper Tiger Software because it enables your file system to be a valuable resource—not an obstacle—to productivity. Imagine having a search engine for your file system; that’s the result when your files are indexed with The Paper Tiger Software.

Inefficient Use of Storage Space – If your current storage space

seems full, it’s time to take inventory. When you’ve eliminated things you don’t use or love, I promise there will be more space available. If you still need space maximizing tools, The Container Store in Walnut Creek has the best selection.

TRICK THE TELEMARKETERS

Previous newsletters have included suggestions to help lesson telemarketer calls and junk mail. (Missed ‘em? View newsletters @ www.marylynnemurray.com.) If you’re still looking for more ideas on this subject, Steve Rubenstein, a writer for the *San Francisco Chronicle*, has proposed ‘Three Little Words’, which are: “hold on please.”

Saying “hold on please” while putting your phone down and walking off instead of hanging up immediately would make each telemarketing call so time-consuming that telemarketer sweat shops would grind to a halt. When you eventually hear the phone company’s beep-beep-beep tone, you know it’s time to go back and hang up your handset with the job well done.

Do you ever get those annoying phone calls with no one on the other end? This is a telemarketing technique where a computer dials phone numbers, recording the time of day when a person answers the phone. This technique is used to determine the best time of day for a live sales person to call back and reach someone at home. When you receive a call with no one there, immediately press the phone’s # button, 6 or 7 times, as quickly as possible. This confuses the computer and it kicks your number out of their system. And that’s a good thing.

ORGANIZING TOOL

Need to move some of your office furniture for enhanced productivity, but not sure you have the muscle? Move your furniture easily with **Furniture Sliders**. Position the friction resistant pads under each leg of the furniture piece. It will slide over carpet, hardwood, ceramic tile, or linoleum as if it had wheels. Find furniture sliders at Bed Bath & Beyond or www.improvementscatalog.com.

MONTHLY E-TIPS

If you aren’t receiving a FREE Monthly Etip from It’s About Time, we probably don’t have your correct email address. To add or remove your name from our list, send an email with the word ADD or REMOVE in the subject line.

SAY YES...

...to this special offer during March 2003. Buy Kiplinger’s Taming the Paper Tiger Software with a half day consultation and receive a FREE Accordion Tickler File!

It’s About Time...

Bringing order to your space,
Making room for your dreams.

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It's About Time

Organizing Services

1414 Quail View Circle
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Please
Place
Stamp
Here

Find anything in your office in 5 seconds
or less... guaranteed! Ask me how!



To stop receiving this newsletter, email:
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PEOPLE ARE TALKING

From **L.B., San Ramon:**

“Getting my paper organized was first on my list of New Year resolutions. The Paper Tiger system that Mary Lynne implemented has relieved the burden of wondering where things are. No more do I carry the weight of uncertainty about my papers. It’s added more efficiency to my life and created room for abundance.”

Inspirational Quotes

We shape our dwellings and afterwards our dwellings shape us.

Winston Churchill

Clutter is the dandruff on the shoulders of your room.

Christopher Lowell