7 tricks to organize your office right now

1. Clean off your desktop to allow yourself adequate work space. Remove personal items to a bookshelf or wall. Consider moving your computer to a desk or cart.
2. Set up a system to sort incoming paper (a file box or folders) labeled “to do,” “urgent,” “refer,” “consider,” “pay,” and “file.”
3. Keep a shredder and recycling bin nearby. As you go through your inbox, shred, recycle, and sort into your system.
4. Throw everything you need to read into a box. Grab a few articles to take with you whenever you leave your office.
5. Use cutlery holders or small plastic containers to sort office supply items in a drawer. Keep only enough for a week or two. Place backups in a storage cabinet.
6. Use tubs or tote bags as project files.
7. Make a list of your files and post it on your filing cabinet for quicker retrieval of files. Analyze and consolidate items on your list before organizing the actual files.

Source: Ineedmoretime.com

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