NEAT.

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Five Neat Tips for an Organized Workspace

The state of our office space, whether personal or business, seems to reflect upon ourselves and how organized we are. Have you ever walked into someone's office, stared in amazement at the sheer mess and volume of stuff in their space and wondered, 'How can this person function?' or "Can I trust them to supply me their service?". Or maybe that is what other people think when they see your workspace?

1. Clear your desk. And whilst you are at it you should also clear any other areas in your office and leave only what you really need. Take a good look at your workspace and decide. What do you need at your fingertips every day? What do you use it for? Do you really need to see everything out there in front of your eyes or can some of it be tidied away?

2. Come up with a reasonable system for storing your paperwork. Remember that 80% of filed papers are never looked again. However, you must keep in mind that some papers must be saved for tax or legal purposes.

3. Organize the small office supplies such as paperclips, elastic bands, stapler, etc. In a drawer using a plastic cutlery organizer, these come cheap and keep everything in its place. Store similar items together in storage container and leave only those items you use frequently on your desk. There are many organizing items and tools to help and you do not even have to go spend money as you can recycle items from around the house (old glass bottles, jars, lids and cereal packets).

4. Get your computer in order. Organize your documents as you would a physical filing system, major categories, then sub-divided into smaller, more-specific categories and then files. Make sure you name files with exact, descriptive names that make it simple for you to find them.

5. Organize your email. Decide how many times a day you will allow yourself to check your email? Make rules that automatically file those mails you don't need to read, notification emails from websites like Facebook or LinkedIn. Empty your trash on a regular basis and do not send Forwards or Junk email to others as well as asking them not to send them to you. File the mails as soon as you have dealt with them and try to start every day with a clean inbox.

The environment that you surround yourself with each and every day can have either a negative or positive effect on your mindset, efficiency and creativity. The more organized you make your office space, the greater the positive effects will be on you. An organized desk shows an organized mind, one that is free to be goal-oriented, creative and productive.