

Chaotic Office Times

Organised Chaos Newsletter

"Creating SPACE -
Restoring ORDER"

ISSUE 04

Do you treat your desk
like a filing cabinet?



Dear Friends of Organised Chaos

Welcome to the autumn edition of the 'Chaotic Office Times'.

How do *you* work?

Wherever you are on the scale of 'disorganised' or 'organised' you will have your own unique set of challenges and your own way of managing those challenges.

Of course, I do appreciate that some people need a degree of chaos to allow their creative side to flourish. Being organised is not always about having a completely clear desk with not a single file or piece of paper in sight. This is not an office in the real world, in my opinion.

The photo below is of my own desk and I've literally just taken that photo. Sometimes it looks worse and I would add that I do have a few papers on the floor beside me! So, I'm normal - I have a mug and an empty plate on my desk, several notepads and so on.



There is nothing wrong with having an untidy desk!

Of course, there is a caveat to that! In my view, for optimum efficiency, it should be possible to more or less clear your desk at the end of your working day.

That is not to say you *should* clear your desk, just that it's better if you don't continually add to heaps of paper without ever moving them and checking their contents.

What's the big deal?

The deal is that this is an opportunity to make your life easier. Who wouldn't want to do that? Read on to find out how



If you regularly have to sort through piles of paperwork on your desk searching for things - stop to consider the amount of time this wastes. *Then* remind yourself how much your time is worth.

Of course the next stage on from having a desk covered in piles of paperwork is where those piles begin to merge as you regularly shuffle the contents. Ultimately the entire surface of your desk is entirely covered in multi-layered paperwork and general bits and bobs caught up in the muddle.

Having trouble concentrating on your work?

This is because your sub conscious mind is being constantly distracted by things in your peripheral vision. If I need a period of intense concentration, I have a quick desk tidy first!



I think the worst case scenario for a muddled desk owner is when they can't find a vital piece of paperwork. This is such a stressful situation. Insignificant looking scraps of paper can actually contain incredibly important information. Someone I know recently lost a proof of posting receipt from the Post Office. Doesn't sound too terrible, does it? But it was for a cheque sent to HMRC and now a fine is looming.

Less scary, but nonetheless important are all those expenses receipts, not to mention telephone notes you've made, and client paperwork.

Can you *really* afford to mislay any of these items?

HOW I CAN HELP

Here's what I helped one client achieve:

Huge amounts of obsolete paperwork disposed of;
quantity of ring-binders stored in office greatly reduced;
contents of ring-binders rationalised and reduced;
supplier records sorted and filed for easy access;
customer records sorted and filed for easy access;
database of leads and quotes created;
quote process revised for improved efficiency;
document control improved to ensure all customers receive an invoice;
storage of stock rationalised

PHEW!

My client's comment was that,

"I was aware that I was wasting a lot of time and effort repeating tasks unnecessarily, when things couldn't be found. It got to the point where I knew my customers were beginning to think I was not in control".

So, how can I help you?

*Best regards,
Judith*

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