

# Chaotic Office Times

## Organised Chaos Newsletter

"Creating SPACE -  
Restoring ORDER"

Autumn 2014

The paperless office option



# Dear Friends of Organised Chaos

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

For years now, it seems, the 'paperless office' has been an aspirational goal for many small businesses. It's not really surprising. This heavenly state is so obviously preferable to an environment where paperwork has taken over every flat surface, including the floor. The phrase 'paperless office' seems to instantly imply a calm and efficient office where stress is a thing of the past.

## Let's look at pros and cons of going paperless

### Benefits:

Do your bit for the environment.

Save money on ink, paper and other associated items

Business needs smaller office space - save money

Tidy environment

Improved organisation leading to time saved



### What about the downside?

Systems may fail or be withdrawn, security issues regarding cloud-based content, new processes and systems to learn and adopt, time spent drawing up plan of action, time spent scanning paper content, effort involved getting others on board.

## Keeping HMRC happy!

Get the information straight from the horse's mouth as to what type of record keeping [HMRC](#) will accept. Clearly they are moving with the times; but as ever, the onus is on you to make sure you have the relevant information for tax purposes.

## What will my accountant say?

It makes sense to get your accountant on board with such a significant change. It probably makes even more sense to have an accounting programme that actually facilitates the entire process. This is where Rebecca Taylor of [Parfitt Taylor Financial Management](#) can help. She encourages her clients to use Xero Online Accounting Software because it makes it easy to work with scanned records.



## **Have you bought into the dream?**

As I mentioned earlier, many small businesses view the paperless office as some kind of Shangri-la where their entire business runs efficiently without a single hiccup and where they have far less stress and much more time.

## **Sounds great, doesn't it?**

"What's wrong with that?" I hear you ask. Well, in principal there is nothing wrong with that.

It's my belief that if you are already pretty efficient at running your business then you can take it to the next level by going paperless.



## **But what if you're struggling with paper chaos?**

That's a whole different story.

Going paperless will *not* make you organised!

Read that again, if necessary. If you have disorder in your paper-based record keeping then going paperless is bound to be an immensely time consuming project and will more than likely result in digital chaos.

OK, so your office space might look a bit tidier, but your stored records will still be randomly allocated. Yes, this means it will still take you an absolute age to find those important records - the ones that are critical to your professional reputation.

## Don't play Russian Roulette with your business records

My advice is don't even think about going paperless until you've addressed the organisation of that stored paperwork. Then, when you know exactly where everything is - and you have no obsolete records bugging up your system - then you can decide if you really want to be paperless. Maybe by this point you're happy with your organised paper based content? Either way, at least your decision will be from a place of knowledge rather than panic.

### How I can help

Let me help you discover your own storage logic. I have seven years of experience with a variety of clients. When your own logic is applied to a filing or storage system then you will save huge amounts of time and stress. That applies to either paper or digital content, of course!



Well, I hope that's got you thinking. Do let me know if you've taken the 'paperless' challenge.

*Best regards,  
Judith*

**t:** 01327 705294

**e:** [organised@judithmorris.co.uk](mailto:organised@judithmorris.co.uk)

**w:** [www.judithmorris.co.uk](http://www.judithmorris.co.uk)

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