

Chaotic Office Times

Organised Chaos Newsletter

"Creating SPACE -
Restoring ORDER"

ISSUE 2 - Spring 2013

Is your office too small?



Dear Friends of Organised Chaos

Welcome to the second edition of this newsletter for small businesses.

I frequently hear from small business clients that they don't have a big enough office. If only they had more room, everything would be organised, tidy and more efficient

Many start-up businesses begin life in a spare bedroom which of course has both advantages and disadvantages. The primary advantage is financial. If there is a room in your home that is otherwise unused, then of course it makes sense to use it and not to rent office space. Equally, you will save on the cost of travel to and from your office base.



However, five or so years down the line - your business has grown and is bursting out of the allocated space. It's time for you to make some tough decisions.

Besides the general lack of space there may be other issues with your home based office such as business related items 'leaking' out into your domestic family space. This in turn will make it harder for you to switch off at the end of the working day. Other family members may resent this encroachment of work into the home.

So what can be done about this problem?

When did you last blitz your filing system?

Chances are, you've been so wrapped up in growing your business, that you've not even considered if any of your records are now obsolete.

Of course there are legal requirements regarding how long company records need to be kept and I strongly recommend you confirm these with your accountant.



Having said that, most businesses accumulate vast amounts of paper which really has only a very short useful life. The problem arises because incoming paperwork is stored in some way and then it might not be looked at again for years! Worse still, some incoming papers are not even useful when they arrive - but they still get kept, often just out of habit.

As your business has grown and evolved - so your filing system needs to grow and evolve

So, in order to create more space in your shrinking office, consider if your filing system is actually relevant to your business as it exists today.

If you're short of office space there are three options for any obsolete paperwork you may be storing:

- ✓ Recycle
- ✓ Shred
- ✓ Archive

These are really in order of importance. **Recycling** is good for the environment, so it makes sense to do this with any papers that are not in the least confidential and that have outlived their useful life.

Shredding is another permanent means of removal - but make sure you are 100% confident that your business has no further need of this information. Papers can't be un-shredded! If you have neglected this task for quite some time you may be faced with a mountain of shredding which can feel daunting.

One option is to avail yourself of a shredding service, such as that offered by [Box-it](#), a national company that offers both on and off site shredding. My Internet search found several more similar services, including [Shred-it](#), so it's worth doing a bit of research to find what suits you. Shredding can also be recycled, of course.



Archiving respects that your business has historic information which must be kept, but at the same time is considerate of your day to day working space. Care must be taken when separating out records for archiving, especially if it is your intention to store these off-site. It is important to retain the most recent records in your office and know exactly what you have sent for storage. To begin with, off-site storage may not be needed. Simply utilise less accessible areas such as loft space or hard to reach shelving.

How I can help

If you don't know where to start then give me a call. I have experience with a variety of small business clients and can help you get to the point where there are no more needles in haystacks! What's more - you'll have gained lots of space in your office.



Well, I hope this has given you some ideas on how to claim back your office space,

*Best regards,
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