

Chaotic Office Times

Organised Chaos Newsletter

"Creating SPACE -
Restoring ORDER"

ISSUE 1 - Winter 2012/13

Paperwork out of control?



Dear Friends of Organised Chaos

Welcome to the very first edition of '**Organised Office Times**'. This is the new sister publication to 'Chaotic Times', which is now in its fifth year.

'Chaotic Times' is aimed primarily at domestic readers whereas this new offering is for those of you who run a small business.

How long have you been in business?

Regardless of the answer to that question, I'm sure you can remember whatever it was that made you decide to start up on your own.

Maybe you had an innovative idea? Perhaps you decided you could do a better job than your boss? Or were you made redundant and wanting better control of your future?

One thing's for sure. You had a particular skill and you were confident that your skill would be the starting point for a profitable business. No doubt you're an expert in your field and can command a good price for your products or services.

So, how do you manage the influx of paper?

If you're anything like most small business owners - you hate dealing with paperwork.

As a small business owner you're already wearing several hats and have taken multi-tasking to new heights. Your time is precious and it's important that you're customer focused.

Paperwork seems unimportant, so it takes second place - to *everything* else. Especially on busy days.

There's no time during the working day to spend on 'admin'. It's not something you ever had to worry about when you were in an employed role.

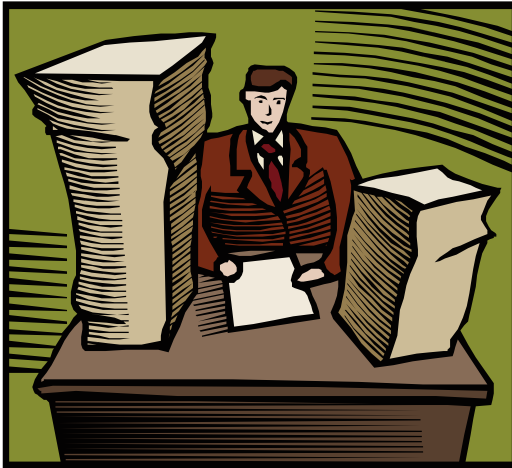
Evenings and weekends are precious - time to relax and spend with family. Who in their right mind would be sorting and filing their paperwork - on a Sunday?



What's so terrible about neglecting paperwork?

To begin with it's not a problem. You stack it up on your desk and maybe you don't even have time to open your mail.

After a while you find you've got multiple piles of paper covering most of the flat surfaces around your office. Some piles are on the floor.



It gets to the point where the piles of paper *are* your filing system. So when you need anything - you hunt through the various piles. Nothing gets filed in the true sense of the word - just added to the nearest pile.

You convince yourself you know where most things are. But you notice that these days you don't seem to get much done.

How bad does it have to get?

There are a number of scenarios that will eventually occur - things that will make you realise the importance of all those piles of paper in your office.

There will be a trail of unpaid supplier invoices, probably in the unopened mail. Customers may struggle to get their orders fulfilled correctly because you've mislaid their instructions. Your own cash flow will suffer as you may have failed to invoice customers, bank cheques, or follow up cases of late payment.

Ultimately your relationships with other business people will suffer as others begin to get a sense that you're not quite on the ball.

Meeting? At your office?

Maybe not! So, just how much does it cost to hire a meeting room?

Spend time - to save time!

Not enough time to be organised?

I would challenge you by saying:

"There's not enough time to be disorganised"

Don't forget the old adage 'Time is money'. So don't waste another day sorting through your muddled papers. It's time to take control - and of course I can help you do this! Call me on 01327 705294 to find out how.

Just imagine your office with tidy desk, filing up to date - and, most importantly you feeling calm and in control

For future issues, expect hints, tips and client case studies - all on the art of the organised office.

Well, that's all for the first quarterly issue!

*Best regards,
Judith*

t: 01327 705294

e: clutter@judithmorris.co.uk

w: www.judithmorris.co.uk

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