

Chaotic Office Times

Organised Chaos Newsletter

"Creating SPACE -
Restoring ORDER"

Winter 2013/14

Maths in the office?



Dear Friends of Organised Chaos

Welcome to the winter edition of the 'Chaotic Office Times'. I'd like to wish all my readers a rather belated Happy New Year.

Of course a new year prompts everyone to look back at the year which has just come to a close. I'm happy to report that I worked for some fantastic business owners and received some very nice testimonials.

Here's what Judith Hanson, Rushton based hypnotherapist told me about her office *before* our session:

"I don't like starting a job I can't finish and for this reason some things end up becoming a big job which means there is never a day when I can start and finish the task."

"At the moment the office is not so bad that I've moved out of it – although this has happened in the past. It's not a calm place to be. Most of the mess is at least behind me, but my desk is definitely "organised chaos"! Some things have been mislaid when I've had to tidy up in a rush."

When I asked her what difference the organised office would make to her on a daily basis, this is what she had to say:

"The office now looks a lot better and is a nice place to work. Things I need are now far more accessible. I know that I feel better psychologically as I've decluttered quite a lot of stuff that had been kept "just in case". I intend to not let that be a reason for keeping things in the future."

Over the years, it's become apparent to me that people generally get used to working in a muddled environment. It becomes their default setting. In fact, lots of people I meet tell me that they're untidy but know where everything is.

Nothing wrong with that then, up to a point.

Until the day when they need to find something urgently, and can't remember where it is.

So, what can be done?
It's not all about decluttering!



Storage is key!

In addition to banging on about the benefits of decluttering, you've probably noticed that my other favourite subject is storage.

But, not just any old storage!

Your business needs *effective* storage. I've used this phrase in my domestic work a lot, and considered it high time to mention it here as well.



If you can feel your concentration slipping, then hold on. I'm about to share a nugget of information that will change the way you think about storage



I may not look like a mathematician, I may not act like a mathematician and I certainly don't have the brain of a mathematician.

But, this hasn't stopped me creating my very own storage equation!

First, a bit of background. I'd been doing this work a while and had observed that most individuals and businesses had done their best to store their ever increasing possessions by buying files, shelves, storage boxes, etc, etc. But for some people, this additional storage never really solved their problem. They were still in a muddle.

I realised their storage was ineffective. In other words, they stored things but could never find them afterwards.

That's when I had this thought:

Effective Storage = Effective Retrieval

You may now be scratching your head. How do you source effective storage? How do you know the difference?

Effective Storage is really the art of storing things where they will be found. The easiest way to do this is to imagine when you will need the 'thing' and ask yourself where you would expect to find it.

If that still seems confusing, then I must tell you that you already practice this art to a degree. When did you last misplace the milk?

How I can help

If you waste valuable time looking for things in your office, then I'd welcome the opportunity to explain how the storage equation can help you. Wouldn't you like to save time and reduce stress?

Grasp the opportunity of a new year

Don't forget, I offer a free consultation.

Well, that's all now until the Spring!

*Best regards,
Judith*

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