Office Organization Checklist

Use this list to help get and keep your office organized.

* Mentally section off the office space based on the activity that happens in each area; work space (desk?), file area (cabinet, binder, box?), storage/supplies area (closet, shelf?), etc.
* Organize your desk drawers. Take everything out and only put back the items that are necessary and belong there. Use drawer organizers to group like items together. Put everything else where it belongs, donate it or throw it away.
* Clean your bulletin board. Remove outdated notes, update lists, etc. Consider switching to a whiteboard.
* Create three folders: WIP (work in progress - you are actively working on), WOR (waiting on a reply / someone else to act), DONE (finished, needs to be sent and a copy filed). Clear these weekly.
* Update filing system. Use color-coded labels. Remove & archive old files. Toss after 10 years (or however long you want to keep records).
* Consider switching to digital storage for your files. Store them on your computer and back up your files to a cloud storage service.
* Keep often-used supplies within reach. Store the rarely used items out of sight, perhaps in a storage closet.
* Clean the supply closet or shelf. If you haven't used something in 6 months and it's cheap to replace, toss it.
* Use clear storage containers and label everything.
* Shred outdated papers
* Remove broken furniture, Knick knacks, outdated decorations, and unhealthy plants.
* Think wireless - printers, routers, laptop, keyboard & mouse. The fewer wires the better.
* Each evening, clear your desktop. Create a to-do list for the next day and gather all necessary items you will need. Put these neatly onto the desk for quick access in the morning.
* Add natural light via window or lamp to make the office look brighter.