



Tips to Keep Your Entire Office Organized

PUTTING THINGS IN ORDER IS GOOD FOR YOUR PRODUCTIVITY.

An organized office is good for business.

Having a clear place for everything, from office supplies to documents to personal items, saves time and frustration. Science has shown that clutter makes it harder to focus and can even impede brain function. Whether you're in charge of an entire office organization or just keeping your cubicle in order, these tips can help.



Start with a purge

- **Identify dead weight that crowds your space.** Is there a filing cabinet no one has opened in two years? Stacks of empty binders when most employees work digitally? It's time to bid farewell.
- **Use technology.** Loose business cards can be digitized via app so that you can recycle the hard copies. Scan old paper files and organize them with services like Google Drive, Dropbox or Evernote.

See your space differently

- **Is your office space working? Post-purge, assess whether your setup is efficient. Get input from your colleagues; what do they like about the way the office is organized? What drives them crazy?**
- **Examine how space can be repurposed. For example, a storage area with little-used supplies could be transformed into a technology closet, where people can check out iPads, projectors or second monitors.**



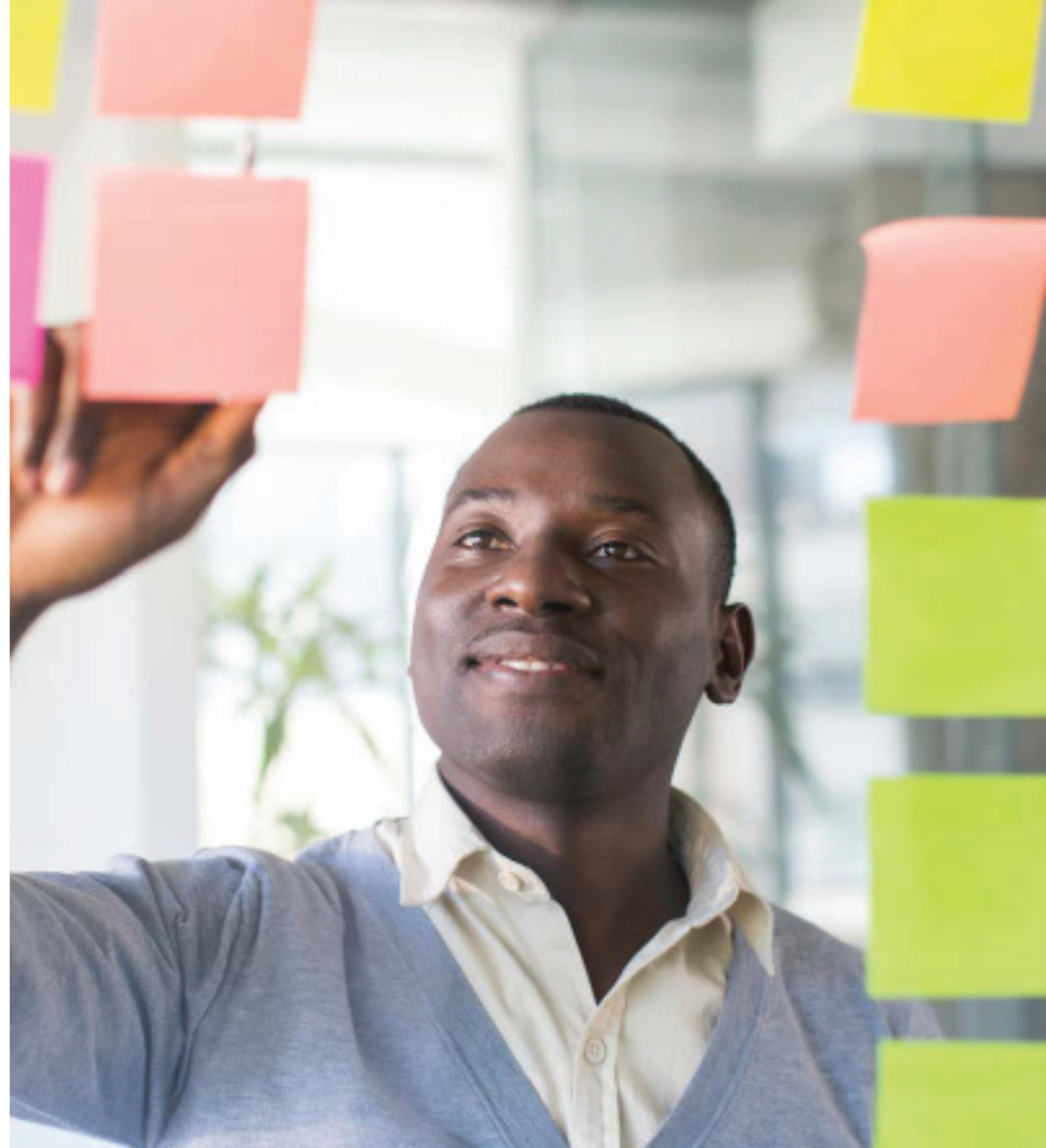


Determine a home for each item

- Often-used supplies should be at the ready while less-needed items — such as tape dispensers — can be kept in small quantities out of the way.
- Use containers, such as trays and boxes, to corral like items.
- Designate catch-all spaces for things that aren't immediately sortable but can create clutter, such as a long tray for umbrellas or boots near the door.

Use color-coding and labels

- Use colored or labeled folders to organize files; having a clear and consistent filing system (e.g., contracts go in the blue folder) will help keep desktops free of loose papers.
- Beware of making too many folders or files, which can result in confusion and difficulty finding what you need. Diagram your system on paper before you start labeling.
- In shared spaces, make sure each employee has a storage cabinet, clearly marked and lockable to avoid confusion.





Remember: cleanliness is part of organization

- **Provide caddies with disinfecting wipes, paper towels and microfiber cloths so that employees can keep their personal spaces tidy.**
- **Establish an office-wide color-coding system for cleaning supplies. For example: Products with a blue label are safe for electronics and products with a red label (bleach) shouldn't be mixed with any other products.**

Do small things to save work later

- Take five to 10 minutes at the end of each day to file loose papers and pick up errant supplies, and encourage your colleagues to do the same. This makes organizing an ongoing series of small jobs, rather than one big, intimidating one.
- Revisit your organization plan frequently to make sure it still works for you, your colleagues and your office.



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