

8 Steps to an Organized Office

Step #1: Clear Your Desk

When are you going to clear your desk: _____

Track your progress until it's a habit!

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90

Notes:

Step #2: Create Office Zones

- Make a list of tasks you regularly complete in your office
- Sort the tasks on your list into categories
- Your categories become your zones (keep it to 3-5)
- Tackle 1 zone each week and start moving things around

Zones:				
What Needs to Be Done to Create Each Zone:				

Notes:

Step #3: Everything in its Place

- Make sure there's a place for everything (i.e. pens in the pen can, paper clips in the paper clip holder)
- DIY or purchase additional storage containers if needed
- Return items to their place after you're finished using them (this is the hardest one for me) 😊

Notes:

#4 Make Your Calendar Work for You

- If you don't have a calendar, get one!

This post might be helpful during this process: [Add Hours to Your Day with One Simple Tool.](#)

- Fill in your calendar with important dates, appointments, birthdays, etc. Take this one small chunk at a time. Don't overwhelm yourself! I started with 15-minute increments.
- Create a Calendar Habit. **Check it regularly!** Set an alarm to remind you in the beginning until it's a habit. Not sure what else a calendar habit entails? Check out the post listed above.
- Keep track of the days you check your calendar until it becomes a habit

Calendar Habit Tracking:

**When I'm starting a new habit, I check off one box each time I do what I'm supposed to do.

You could also give yourself a star! 😊 That takes me back to elementary school days when I got a gold star for doing this or that. Go ahead, laugh, but I promise, it's seriously effective.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
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61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
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Notes:

Step #5: Follow the 3-Minute Rule

Promise yourself that if a task will only take 3 minutes, you'll do it right away! Whether it be recording an event on your calendar, answering an email, writing a note, filing an item, etc.

Step #6: Use a Tickler File

If you need a better way to organize long-term projects (and the items that goes with them) and future to-do's, try creating a tickler file.

All you need is a few hanging files and a place to store them (a drawer, a crate, etc.).

Get all of the details in this post: [Get Organized with a Tickler File](#)

Step #7: Handle It Once (Or As Few Times as Possible)

Promise yourself that you'll take care of papers and other "stuff" with as few touches as possible. Whether it be signing that permission slip and having junior put it in his backpack right THEN or recording that party on your calendar and clipping the invite to the back of the calendar or returning that monthly movie order form, handle it once (or as few times as possible).

Step #8: Declutter Regularly

- Pick a regular decluttering time (daily or weekly): _____
- Give yourself a checkmark or a star each time you declutter!

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
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Notes: