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## Resolving to Become Organized

Admit it. You've made your New Year's resolutions again this year, and you have vowed to become organized once and for all. You tell yourself, "this is the year it's actually going to happen!" But is it?

The statistics on disorganization are staggering. According to the Wall Street Journal, "the average American business person loses six weeks a year searching for lost or misplaced articles from messy desks and files." Lost time results in lost revenue.

This year, make your resolution to become organized a lasting reality. Here are four useful strategies to help you on your mission.

- Schedule time to conquer the clutter. Set aside a block of time to clean off your desk and deal with piles of paper sitting around your office. Sort paperwork, purge documents you no longer need, and file necessary paperwork. Start with the most problematic areas first.

- Implement a user-friendly filing system. Is your current filing system confusing or daunting to those who try to use it? Do you have a hard time remembering where you filed a document? If so, it is time for a revised system.

- Maintain your new system. Set aside time daily to file and keep your office in order. Your newly organized space will energize you when you arrive for work!

- Use a system for capturing tasks you need to accomplish. Rather than trying to keep track of multiple pieces of paper scattered all over the desk, develop a system for managing the important projects and tasks you need to complete.

As you embark on your journey of organization, remember, there are no quick fixes. Staying organized takes time and effort, but it is well worth it. You will be more productive and more efficient. You will also tremendously reduce your daily stress level. If you use these suggestions, you will be on the road to success!

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Stephanie Pyle • Organizing & Productivity Consultant • Cheyenne, Wyoming

(307) 634-4765 • [sapyle@msn.com](mailto:sapyle@msn.com) • [www.abundantproductivity.com](http://www.abundantproductivity.com)