

# 10 Minutes a Day to Organize Your Office

By Barbara Myers

10 Minutes a Day to Organize Your Office

Barbara Myers  
barbmyers@adelphia.net

Getting Organized Saves Time <http://www.ineedmoretime.com>

No time to organize your office? Follow these daily steps to organize and then maintain your office.

1. On Mondays, de-clutter your office. Remove at least one item which you don't use at least monthly. Take those personal items off your desk. Throw away pens that don't work. Reduce your ketchup/salt/napkin supply by 90%.
2. On Tuesdays, take inventory. Review your supplies and make a list or place an order. Take a few minutes to look through an office supply catalog. You'll find a myriad of useful organizing items.
3. Think on Wednesdays. How can you make better use of your computer? Can you develop a spreadsheet to help organize some aspect of your job? Do you need to find and register for a computer class? Do it today.
4. Thursday is sorting day. Go through all those business cards and small pieces of paper which have accumulated throughout the week. Put them where they belong. Also put away any reference materials you've been using.
5. Have fun filing on Fridays. End your week by cleaning up all the paper lying around your office. Purge your files. Have a mean and clean filing system which you can actually use.

Then have a wonderful weekend.

Barbara Myers is a professional organizer and speaker. Free tips booklet and e-zine to help you take control of your time by organizing your life. Visit <http://www.ineedmoretime.com>

[Get-Articles.com](http://Get-Articles.com) : 1000's of [reprintable business and internet marketing-related articles](#).

[Submit your article for reprint](#).