

# How to Make More Money by Spending Less Time in Your Business

By Lorraine Pirihi

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Being organised is vital for business owners and professionals as we struggle to balance our careers and private lives.

What will allow us to achieve more is being more effective. Excess clutter gives us the impression we are achieving when all we really are is busy. Clutter creates hassles and headaches we don't need.

How to Unclutter the Clutter

Let's start with the paperwork at home and in the office.

Follow The Office Organiser's Four Step Approach:

Ask yourself the following questions when making the decision to keep or discard paperwork:

1. Do I need or want this?

(Is it really that important?)

2. Will my life change in any way if I got rid of it?

(Will the world stop turning if I threw this out?)

3. Is there someone else who needs or who will be interested in this?

(Can I use it to develop a closer business relationship?)

4. Where can I put it so I can find or do it later?

(How effective is my filing system?)

By simply minimising the useless information that takes up space, we become less distracted and more focussed. It's the start of a brand new year so now's the best time to cut the clutter.

"You'll do so much you'll be surprised when we get you organised".

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Put like things together, i.e. Photocopy paper, letterhead, envelopes.

Store regularly used items near where they are used.  
Saves time looking for things.

Store by height.  
If you can't see it, you don't know you have it.

Have a monthly "stationery return day". Get your team to empty their offices of any excess supplies and return them to the central storage area.

You'll probably have enough stationery to stock your own shop!  
Wall Street Journal once reported that white collar workers spend an average of six weeks per year searching for things in the office. Incredible isn't it? But from our experience of consulting with executives in the corporate world to the small business owners...  
it's true!

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