

# How to create order out of chaos

By Lorraine Pirihi

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Welcome back to the real world. After your holiday you've returned to work refreshed and ready for the year ahead. I know on your first day back you run into the office full of enthusiasm. For some of you, however, your mood quickly changed to disillusionment when you saw the state of your workplace. What a mess!

You ask yourself "how on earth have I managed to work in this place?" There's paperwork everywhere - piles of paper on the desk, under the desk, on the floor and the poor old filing cabinet is ready to burst open. The bookshelf's about to break in half with the excess load it's carrying!

Your blood pressure begins to rise by the minute with the stress. You're feeling busy already and you've just walked in the door!

What Happens When You Have Too Much Clutter?

You'll feel busier than you really are.

You'll lose things.

You'll waste time searching for things. (any things!)

You'll run out of space and have to move to larger premises.

You'll run the risk of people suspecting you're not capable of doing your job if you can't even organise your own space.

So to get the year off to a great start, unclutter your office and prepare it for the onslaught of 1998.

In this clutterbusting edition I've included tips on How to Unclutter the Clutter and How to Decide What to Keep or Discard. These timesaving tips plus much more are taken from my profitmaking manual "How to Cut the Clutter and Make More Money".

So take action now!!!

Lorraine

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