

home

Office organisation

Increase your productivity by decluttering and organising your workspace. Amy Kennedy, Professional Organiser & Decluttering Expert from The Organising Bee, offers her top four tips:

1. Keep a notebook for tasks and reminders on your desk. Record all of your reminders, to-do's or brain joggers together in a single notebook. This action has multiple benefits – it keeps your desk tidier as it reduces the amount of notes on your desk; collects all of your thoughts together in a single place thus reducing the need to rifle through paperwork; reduces the chance that tasks will get overlooked; and reduces the amount of overwhelm clutter can cause.

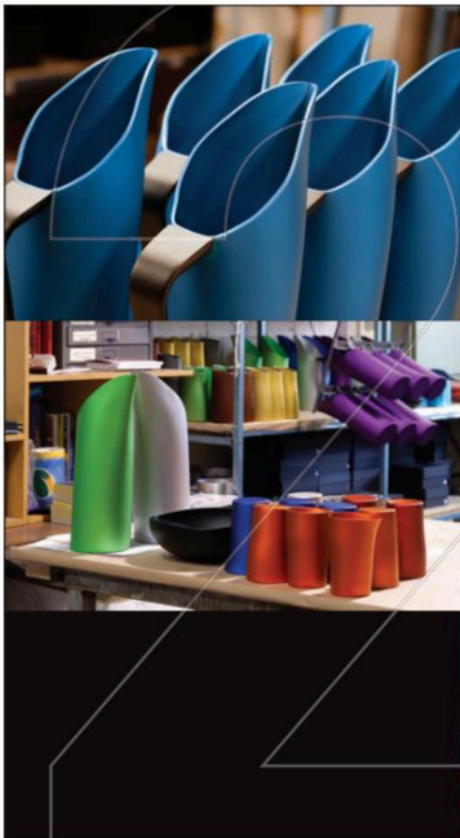
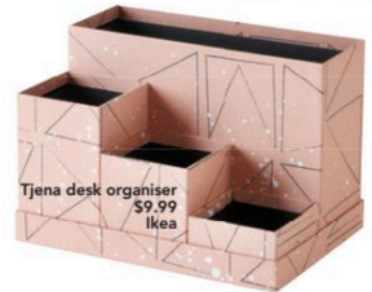
2. Create a routine. Clear your desk at COB or when you finish working on a specific project, so that you start each day or project afresh.

Clutter can reduce productivity for many people.

3. Reduce the amount of printing you do and go digital where possible. This is good for the environment and reduces time spent filing and maintaining paperwork. There are a lot of productivity and note taking apps available that work across multiple devices, while smartphone scanning apps provide the flexibility to scan, email and save your document without the need for a dedicated scanner.

4. Keep on top of your incoming mail. Open mail at the letterbox and only bring inside papers that are relevant. Put the unsolicited mail directly into the recycle bin. Schedule bill payments or pay them immediately. Schedule dedicated time in your calendar to do tasks you can't tend to immediately but require your action.

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