

To Save or Not to Save – That is the Question!

Whether you work for a multinational corporation or for yourself in a one-person business, the fact remains the same: **Your desk is prime real estate!** In fact, the desk space of home-based entrepreneurs is probably more crucial than that of Fortune 500 CEOs, since small business owners have to work harder and they can't rely on a full-time cleaning staff to keep their workspaces clean.

We all know that having an **uncluttered, well-organized work environment** is conducive to maximizing **efficiency** and enhancing **productivity**. Have you ever stopped to consider how much time and energy you've wasted searching for documents and files that were lost in the shuffle of old papers on your desk? These desktop scavenger hunts are not only frustrating, **they cost you money**. The best way to avoid them is by properly disposing of documents as soon as they cease being useful and necessary.

Ask Yourself the Following Questions

- **Do I use it regularly?** Why keep an old document on your desk for nostalgic purposes? If you've never referred to the document before, chances are you won't in the future. If you have had to use it in the past, seriously question the likelihood of needing to do so again. **A clean desk is important** – *important enough to do away with old papers that you probably won't need, even if there is a slight chance that you might.*
- **How hard would it be to replace?** Assuming you don't use it regularly, but there is a slight chance that you may need to use it again in the future, consider how hard the document would be to replace. Can you just print another one from the web? Can you just ask a colleague for his or her copy? If so, there's no need to let the paper stack on your desk. Wait until you need it again and go get it.
- **How important is the document?** This goes along with the ease of replacing it. Let's say you estimate a 10% likelihood that you will use the document again, and it would be difficult, though not impossible to replace. Should you save it? It depends on how important the paper is. Look – you can't keep every piece of paper that ever crosses your path. **Organization is about making choices**. You need to compare the "cost" of maintaining the document vs. the benefit that it provides, all the while keeping in mind that *an uncluttered desk has an incredibly positive impact on your efficiency and productivity.*
- **Do I need to save it?** Some items need to be saved for legal reasons. Of course, that doesn't mean they need to be taking up space on your desk! In fact, there should only be a very few select documents occupying that prime real estate. Establish a filing system and only keep the documents that meet the above criteria, or need to be saved for legal reasons. Spend time each month or so going through your files, removing out-of-date and unnecessary papers. **The time you invest in organization will multiply in terms of dollars earned through enhanced productivity**

Consider Seeking Professional Assistance

We Organize it! is a Tucson-based **professional office organization business**. We not only do the physical labor of getting your office organized, we also work with you one-on-one to establish systems and practices to *keep it organized*. Call Sue Zepeda at (520) 591-9331 or e-mail sue@weorganizeit.biz.