

Small Things Matter!!

By Andrea Barrett It's always the smallest things that seem to make the biggest difference. The small things that matter for your office could be costing you thousands. It is important that you have a sound process in place for the daily operations of your office, whether you work out of your home or not. Know your input versus your output. Prioritize your desk! You may think your work space is a small thing, but it really does matter. Is your desk or work area working for you or against you? If you can't see your desk because of piles of paper, pens, file folders, etc. Then your desk is probably working against you and it is taking you longer to get things done causing you to be unproductive. More and more tasks become incomplete. You become more and more frustrated and unorganized. Everything has a place. Make sure your desk is organized with the essentials needed to create a home for the basic tools you use in your daily operations. Always start your day with a clean and clear desk. Set up a priority system on your desk. This will help you focus and keep things on track. Separate the things that you need to do now versus the things that can wait. Set a deadline for your tasks if they don't already have one and prioritize them. Make sure you have a designated place to put papers that need to be filed away. Have a message folder or message book that you can track incoming calls that need to be returned by the end of the day. Remove any unnecessary papers. If you are not working on it at the time, put it in its place.

Always end your day by taking a few minutes to clean up your desk and make sure everything is put back where it goes. Let's face it, don't we tell our kids to pick up and put away all of their toys when they are done playing with them. It's the same concept. A cluttered desk will clutter your mind. Your mind needs to be clear so you can be as productive as you need to be. Keep your desk clean, clear and prioritized. It's a small thing, but it really matters to increase productivity.