



Smarter, Faster and Better
office systems for your workplace

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WORKSHEET **THREE-MINUTE DESK TEST**
(Adapted from *The Office Clutter Cure*, 2nd Ed. Don Aslett (2005))

<i>Directions: Read the question, then rate yourself... circle your answer and transfer the number to the 'score' column. Then add up your scores.</i>		Always	Nearly Always	Sometimes	Almost Never	Never
1	My desk is clear and unobstructed	5	4	3	2	1
2	I can find anything I need on it, in seconds	5	4	3	2	1
3	Others can find what they need there, in my absence	5	4	3	2	1
4	All the paperwork on my desk is current	5	4	3	2	1
5	I have no excess duplicates of anything	5	4	3	2	1
6	All fileables are filed	5	4	3	2	1
7	There's plenty of room in my workspace for new projects	5	4	3	2	1
8	I use everything I have on, in and around my desk	5	4	3	2	1
9	All broken or inoperable things are gone	5	4	3	2	1
10	Everything on my bulletin board is current	5	4	3	2	1
11	I feel totally in control in my workspace	5	4	3	2	1
TOTAL						

Is it time for a change?

Starting Now . . . I will commit to:

List three actions that I will take within the next week

1.

2.

3.

Date

Signed.....

CHALLENGE

Junkee Entrance Exam
(adapted from CLUTTER’S LAST STAND, 2nd Ed, Don Aslett, 2005)

	<i>Directions: Read the question, then rate yourself... circle your answer and transfer the number to the 'score' column. Then add up your scores.</i>	More than I'll ever Admit to	More than I'd like	Only a few things	None	Score
1	If my closets and drawers were searched right now, how much junk would be found?	5	3	2	0	
2	I have 'more than a year old' magazines stored/lying around.	5	3	2	0	
3	When someone visits my office, how many excuses does my junk seem to call for?	5	3	2	0	
4	How many unused manuals, catalogues, workbooks do I have?	5	3	2	0	
5	I have paraphernalia from projects and classes I started and 'may someday' reactivate.	5	3	2	0	
6	I keep unread junk mail, lapsed driver's licenses and expired policies.	5	3	2	0	
7	I have machinery and appliances that don't work or have parts missing.	5	3	2	0	
8	I have furniture or other items I am going to fix, sell or refinish some day.	5	3	2	0	
9	I keep plain old ordinary empty boxes.	5	3	2	0	
10	I save notes, clippings, ideas and plans that haven't been filed or acted on.	5	3	2	0	
11	I keep pens that skip or dried-out felt-tip markers.	5	3	2	0	
12	I don't throw out tools and gadgets I know are worthless.	5	3	2	0	
13	I have wristwatches or clocks that aren't working.	5	3	2	0	
14	The boot, floor and glove box of my car are filled with old torn maps, inoperative flashlights and receipts.	5	3	2	0	
15	I have ink cartridges for printers that are long gone.	5	3	2	0	
	TOTAL					

56 – 75 – THE END IS NEAR – you're in trouble. Read Clutter's Last Stand three times, gird your loins, and start dejunking ruthlessly. You might possibly survive your clutter.

36 – 55 – YOU'RE ON THE BRINK – If you start to dejunk today, you can make it. Read Clutter's Last Stand and commit yourself to doing it.

21 – 35 – THERE IS HOPE – if you can clean up those few problem areas, clutter won't have a chance to spread.

0 – 20 – YOU ARE CLOSE TO PURE – Read Clutter's Last Stand to perfect yourself and then pass it on to a junkee friend or relative.

CHALLENGE

OFFICE CLUTTER

Adapted from Declutter by Design

www.declutterbydesign.co.nz

To clear clutter requires understanding the factors that contribute to disorganisation in the first place. The process is as much mental as mechanical. Before engaging in the process of organising, ask yourself the hard questions about your clutter.

- Are existing systems getting the job done, or are they contributing to clutter?
- Is lack of maintenance a factor?
- Even though things are in their proper place, are there simply too many things?
- Is there enough space allocated to each activity?

CHANGE YOUR HABITS

- Don't let even one day go by without making time to put things into their proper places
- File or pay bills as soon as you get them.
- Respond to invitations and notices as they arrive and mark any dates on a calendar immediately
- Open your mail near the rubbish bin and throw out what you don't need
- Keep making those tough decisions about what to keep and what to throw away

What can I do first thing tomorrow to reduce clutter in my office?



From: www.declutterbydesign.co.nz

Challenge

THE RED DOT CHALLENGE

We all have "too hard baskets" - things you keep putting off for another day. But you'd be amazed at how much time & energy you actually waste handling paper multiple times yet not finishing the task then and there!

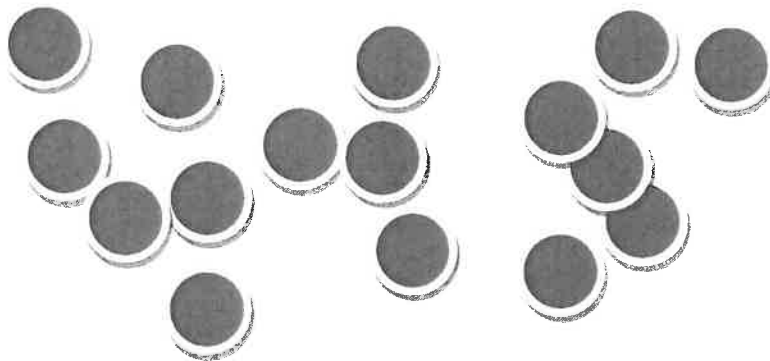
Try this little experiment: Any time you pick up a piece of paper put a little red dot in the corner. Once you've picked it up and put it down a few times you'll really start to notice the things you are procrastinating over.

In short, you don't want your paperwork to get the measles... so just do it!

These "too hard" tasks are not usually as hard as we think, especially if we break them down into manageable steps and schedule time to address them.

From: Sophie Gill, Little Miss Sorted

From chaos ... to calm, from squishy to spacious
From crowded... to clear
From overflowing... to organised



*"Nobody can go back and start a new beginning,
but anyone can start today and make a new
ending."*

~ Maria Robinson

Challenge

LIST YOUR WAY TO CHANGE

Make a list first thing some morning of ‘what my workspace is for’ – the actual work functions – everything you do there that really counts.

Then make a second list of all the things (furnishings, knickknacks, and equipment) you have in the work area.

When you are done, go back through that second list and cross out anything that doesn’t make any real contribution to the cause. You’ll be surprised how little is left.

WHAT MY WORKSPACE IS FOR	CONTENTS OF MY WORK SPACE NOW

CHALLENGE	WASTE (Adapted from <i>Professional Organizers Tell All</i>, Eileen Roth, (2010))
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W - Is it Worthwhile?	<p>Is this information worthwhile? Was it just an FYI, or completely unnecessary?</p> <p>Is there any information on the document you need? (E.g.: You probably don't need fax cover sheets.)</p> <p><i>If you answered "No," toss it.</i></p>
A – Will I use it Again?	<p>Are you really going to use this information again? Be honest. Pareto's 80/20 rule really applies here. Eighty percent of the papers you keep, you won't use again. Twenty percent of the papers will be used eighty percent of the time. So most of the papers you receive you won't use again.</p> <p><i>If you answered "No," toss it.</i></p>
S – Can I easily find it Somewhere Else?	<p>Can I find this in another department or on the Internet? If you were simply copied on this document, you know two other people have it—the writer and the person it was addressed to. Do you already have this information?</p> <p><i>If you answered "Yes," toss it.</i></p>
T - Will anything happen if I Toss it?	<p>Does it affect your taxes? Is it a legal document? Is it an historical document for the company? Is it critical to the project?</p> <p><i>If you answered "No," toss it.</i></p>
E – Do I need the Entire item?	<p>We all know you don't need entire magazines, just the articles you really want to read. What about everything else? Do you need the entire thing? Do you really need all those meeting notes, or just the ones where you have to take action?</p> <p><i>If you answered "No," toss the part you don't need.</i></p>
Ask Yourself	<i>"If my building burned down, would it be a tragedy if this were lost?"</i>

CHALLENGE

OFFICE CLUTTER BUSTERS – FOUR BOXES (Adapted from *The Office Clutter Cure, 2nd Ed. Don Aslett (2005)*)

Here’s a formula that might help you deal more efficiently with those piles of paper. You’ll need four boxes:

OUT	Confirm that its defunct, useless, defiled or outdated – throw it OUT (see the WASTE process on the next page)
ROUTE	Worthwhile stuff that belongs somewhere else or to someone else – return it. When you’re done, pick up the whole boxful and put or send everything back where it belongs
DOUBT	You might still want or need it, but you’re not 100% sure what it is or you want to check further. You must work on this box every single day until all the doubts are resolved and it is empty.
SPROUT	Good business related stuff you really wanted and are ready to use at last. Notes and ideas that could change the world (or at least your place in it). Whatever you do, remember you really have to activate or file this stuff now, not just re-pile it.

The boxes will ideally all be empty when you’re done.

Please note: this handout is designed to provide information on the subject matter covered and is based on the authors’ opinions and experience. The information contained in our workbooks & workshops/ seminars is designed to assist you to explore certain issues that may affect you and your business. The information and tools provided are not substitutes for commercial judgement or professional advice. You should not act in reliance upon any of its contents without first obtaining professional advice relevant to your circumstances. **Assist You** accepts no liability or responsibility for ensuring that the information and tools are appropriate for you or your particular business.