Info Sheet – Uncluttering your Office

* Keep a To Do list to remind you of what you need to do that day instead of having papers and files on your desk to remind you.
* Have only 2 trays on your desk – IN and OUT. All pending files go back in the IN tray.
* Use the drawers for pens, stapler, paperclips etc. Keep off the top of your desk unless you are using it at the time. Keep the drawers tidy. Have a drawer tidy if necessary.
* Don’t have more than 2 files on your desk at any one time. One that may be pending, the other being worked on.
* Update your filing system so it is easy to use. Have a filing drawer for current files, another drawer for company information and Action International information and if you need to, another drawer for miscellaneous that you refer to time and again.
* File weekly. It only takes about 20 mins. Do it when you are most brain dead.
* File all papers and files that are sitting on your desk. You can access them as you need them.
* Set up financial folders that hold your invoices and receipts in alphabetical and/or chronological order.
* File away 5 years of tax records in archive boxes. Mark the boxes accordingly.
* Archive old files and information that you think you may refer to in the future.
* Put all boxes of stuff, products and old files in a storage area. Do not leave them on the floor of your office or where you have to constantly shift them to get to something else.
* Throw out ALL old files, papers, non working items! Do not store for the sake of it. If you haven’t used it in a year, throw it out.
* Empty waste paper bins daily! Do not have overflowing bins. It is unsightly and unmotivating.
* Keep food, crockery, cutlery and fruit in the kitchen. Don’t confuse your mind that your desk is your life. Eat away from your desk. That is a place of work.

Finance and Time

* Have a planning day where you do your To Do List, set your weekly budgets, study your weekly cashflow and organise your time and team.
* Set aside time each month to do your budgets and cashflow for the next month. Know exactly what you are doing with your money and set yourself financial targets to achieve.
* Shave off 5-10% of 2 to 3 expenses each month. Put that money aside for personal development, fun or conferences.
* Use a Default Diary. These are invaluable. They take the thinking out of your working week. Refer back to them when you have lost your momentum or had something unexpected pop up.
* Outsource tasks that are not worth your time. It may well be cheaper in the end to get someone else to do the task while you spend time on building your business.