TO KEEP OR NOT TO KEEP– THAT IS THE QUESTION

Organizing your work space will lead to more focus, efficiency and productivity. You just need to take the steps to get there! One of the most important steps to creating organizational efficiency is editing— deciding what you really need in your work space to maximize your time.

First, make piles of every single item in your office. Every pen, paper, book and even the random stuff. Extra clothes, gifts, leftover holiday decorations—everything! Seeing it all in one pile will help you realize how much you actually have of each category.

Next, it's time to make decisions. Label things with "Keep," "Toss," "Donate" or "Give to_____." Go through each pile one at a time. Let's use highlighters as an example. Say you have six boxes. You decide to keep two boxes because that's how many you actually need. One box can be labeled "Give to your assistant," and three can go in the "Donate" pile. Sure, over the next 10 years, you may go through six boxes of highlighters, but it may be more important to ease some of the stress on your space and create more organizational efficiency than to hold on to those extra four boxes of highlighters for 10 years.

Think critically about how much you use of every category, how much should be stored in back stock and what can be moved out of the space. By the end of this process, everything that's left in your office will truly be there because you've chosen it, not because it happened to land there. Use these sticky notes to label each category in your work space.

KEEP	TOSS	DONATE	GIVE TO _____
KEEP	TOSS	DONATE	GIVE TO _____
KEEP	TOSS	DONATE	GIVE TO _____

WEEK ONE

KEEP	TOSS	DONATE	GIVE TO
KEEP	TOSS	DONATE	GIVE TO _____
KEEP	TOSS	DONATE	GIVE TO _____
KEEP	TOSS	DONATE	GIVE TO _____
KEEP	TOSS	DONATE	GIVE TO _____
KEEP	TOSS	DONATE	GIVE TO _____
KEEP	TOSS	DONATE	GIVE TO _____