

GETTING ORGANIZED IN 2021

With Jolin Polasek, founder and owner
of Sage Organization & Design

“ORGANIZATION CAN CHANGE YOUR STATE OF MIND AND YOUR LIFE.”

Organization can change your state of mind and your life, especially as a small business owner! Once you make the decision to become more organized, it's about creating simple systems that you and your team will maintain with ease and enjoy!

A great place to start is figuring out what is keeping you from becoming organized. What are your organizational obstacles? Is your filing system out-of-date? Is your inventory a mess? Do you have proper storage for office supplies? Use the list on the right to list the things that are keeping you from becoming organized in your space. Once you know what's in your way, you can choose to make a change!

Now that you've identified what's keeping you from becoming organized, set some goals. What do you want your office or home-office space to look like? What would you like to improve? Do you want to alphabetize your inventory? Maximize your desk's work surface? Empty out the back storage space to make space for an employee closet? Be as specific as possible. The clearer you are in the goals you set, the more attainable they become. List out your organizational goals on the next page.

You've identified what isn't working and set your goals. Choose one part of the puzzle to solve, and go from there piece by piece. Prioritize what will have the biggest impact on your work space. Now it's time to create new and improved systems of organization! Think about the way you use your space—the flow of the space. Does furniture need to be moved to make your filing cabinet more accessible? Do you need to reorient your desk away from the television so you aren't distracted?

LIST ITEMS THAT ARE KEEPING YOU FROM BECOMING ORGANIZED IN YOUR SPACE.

Do you need to add more shelving, bins or baskets to achieve a more organized and efficient use of the space?

Create a list in the space below of all the products and new systems that will help create a more organized work space. It could be another filing cabinet, small drawer organizers to hold office supplies, a drop box for incoming and outgoing mail, desktop organizers for pens and supplies, or even a shredder to eliminate out-of-date files. Create a list in the space to the left of what you'll need to turn your work area into your organizational dream space!

ORGANIZATIONAL GOALS

- _____
- _____
- _____
- _____
- _____

“JUST BECAUSE YOU HAVE AN EXCESS OF SOMETHING DOES NOT MEAN IT IS SERVING YOU.”

NEW SYSTEMS

Next is the fun part! Empty your space. Completely empty! If you start with your desk, empty every drawer, and find every pen, paper clip and highlighter. Categorize every single item. Make piles of each category so you can see the whole collection of each thing. If you have pens in six different places, find *all* the pens and make one pile. If you have stacks of paperwork everywhere, gather it all into one pile to sort—and so on and so forth with every last thing.

Analyze how much you have of each category. If you have 300 pens, think about if you *need* 300 pens. Maybe you need only 30 pens. The rest can be set aside for donation. This editing process is critical. Just because you have an excess of something does not mean that it is serving you. A major fundamental philosophy of organization is that “physical clutter manifests psychological clutter.” The more unnecessary clutter that surrounds you in your work space, the harder it is to focus. Cut out the clutter to create an organizational oasis! Look around your space, and figure out what can go. List those items on the next page.

“MAKE THE CHOICE TO MAKE A CHANGE!”

Once you’ve categorized and edited everything in your office, the next step is to consider where items should be to maximize their organizational efficiency. Everything should have a “home base” where it lives and is always returned to. Think critically about where items are used within your office. If you use printer paper in your printer, store the paper within an arm’s reach of that printer. It may seem obvious, but considering where items live within the space will truly maximize your organizational efficiency. It will also save you time and even money. You’ll spend less time searching for things, because you’ll always know where they are. You’ll save money, because you’ll always be aware of how much stock you have of any given item. You’ll never overpurchase printer ink again!

Once a home base has been chosen for everything, label, label, label! Labeling where things go will not only remind you of where you moved things but also will let anyone who comes into the space know where supplies are and where they should be returned. This is an important step in creating new organizational systems and getting everyone onboard.

WHAT CAN GO?

I’ve worked with many people over the years to help create new organizational systems. I have found that following these steps can have a profound impact on your efficiency, productiveness and joy at work every single day! It’s up to you and your team to maintain these new systems. Do a little bit every day. Set aside time to focus on setting up your new systems, and make the choice to make a change!



These HP Printables are brought to you by Jolin Polasek, owner of Sage Organization & Design, LLC, since 2016. She has been organizing homes and businesses in New York City and across the country ever since! If you’d like to learn more organizing tips and tricks, go to sageorganization.com for more information, or visit her Instagram @sageorganization to see all her favorite before-and-afters!

ORGANIZATION INSPIRATION

Reminding yourself that you can do this is the first step! Repeat these quotes and make the choice to make the change!


**"PUT IT BACK
WHERE YOU
FOUND IT."**

**"CLUTTER IS NOTHING MORE
THAN POSTPONED DECISIONS."**

**"HOW WE SPEND
OUR DAYS IS
HOW WE SPEND
OUR LIFE."**

**"IT'S A BEAUTIFUL THING TO
REALIZE WHAT YOU DON'T NEED."**


ADD A QUOTE HERE



**"STARVE YOUR
DISTRACTIONS.
FEED YOUR
FOCUS."**

"ONE THING AT A TIME."

ADD A QUOTE HERE



**"A PLACE FOR
EVERYTHING,
AND EVERY-
THING IN ITS
PLACE."**

**"WITH ORGANIZATION
COMES EMPOWERMENT."**

WEEK ONE

MONTHLY SCHEDULE

Use this calendar to break down what space you will focus on each week during the month. What areas of your office could be more organized? Is it your computer screen's desktop? Your filing system? Your office supplies? Your inventory storage? Prioritize what needs to get done first, and go from there. You can even pick a bonus area to organize throughout the month!

WEEK 1

WEEK 2

WEEK 3

WEEK 4

BONUS AREA—WHAT DOES YOUR SPACE NEED?

WEEK ONE

WEEKLY SCHEDULE

Use this calendar to break down what space you will focus on each day of the week. What areas of your office could become more organized. Is it your computer screen's desktop? Your filing system? Your office supplies? Your inventory storage? Prioritize what needs to get done first and go from there.

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

WEEK ONE

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 _____

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 _____
KEEP	TOSS	DONATE	GIVE TO _____

WEEK ONE

LABEL, LABEL, LABEL

An important step in creating new systems of organization is designating a specific place for everything and committing to those places. If a stapler is taken from its drawer and used, it must be returned to its home base when you're done using it. Adding labels in an office is a great way to help anyone using the space identify what each item's home base is. Use the blanks below to create labels for everything in your office space.



SIMPLIFY YOUR COMPUTER DESKTOP

A good rule of thumb for organizing is to remember that “physical clutter manifests psychological clutter.” Getting rid of excess clutter on your computer desktop will help create a sense of ease at the top of every day! Pick one “hero” file for your desktop that everything else will be under. Something all-encompassing. It can be as simple as “Files.” Then, create broad subcategories within that file, such as “Work,” “Family,” “Home,” etc., getting more and more specific. These will be unique to your life and the files that apply to you. Organizing your digital files will make it easier to find things and maximize your digital efficiency!

