



## What Every Office Needs

- An adequate (*great*) desk.
  - I shape – Inadequate
  - L shape – A must if you have a computer
  - U shape – Ideal to handle work, paper and technology
- Two drawer file cabinet within arm's reach of your chair
- Very comfortable, supportive chair
- Carpet protector to go under the chair
- Two desk drawers for daily supplies
- Adequate lighting
- Area or cabinet for other office supplies
- Adequate computer equipment
  - Accessible
  - Ergonomically correct
- A good printer
- Uncluttered desk space for work and creativity
- Shredder that is close by
- Recycle container close by
- Office free of all former employee's stuff
- Plant or some other life form
- Bulletin board or area for visual reminders
- Incoming Container | *Sanity starts with capturing the incoming* ([www.iRAFT.com](http://www.iRAFT.com))
- Action Container – Vertical and Visual ([www.iRAFT.com](http://www.iRAFT.com))
- A project action center or location (1 file drawer)
- *To Read* containers and locations
- Artwork that inspires you

## What Every Office Wants

- An office that supports your tasks
- An office with a door
- Minimum office size of 10' by 10'
- A *really* nice desk that you love working on
- Large area on the desk that is clear for today's work
- Windows and natural lighting or no windows, depending on personality
- The entire iRAFT System. Check out the [www.clearsimple.com/iraft/](http://www.clearsimple.com/iraft/)
- Extra file space for storage papers used occasionally
- Desired sound level
- Fast computer system
- Fabulous SYSTEMS in place to maintain the space





SEE IT – **take a look** at where you are now

MAP IT – **make a plan** for where you want to go

DO IT – **take the steps** to get there

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**SEE IT:**

If my best client walked into my office today, what would my office say about me and my business?

- How does my office look, feel and function?
- What's working?
- What's not working and why?

**MAP IT:**

- How do I want it to look, feel and function?
- What help do I need? Buddy, assistant or organizer?
- What am I willing to do in the next 7 days or 30 days?

**DO IT:**

- Take one hour and clear out all the items that are:
  - Not even yours
  - Not present time
  - Don't belong here
- Choose one small project and do it in the next 7 days – then celebrate
- Get an organizing buddy – make it FUN!
- Use STACKS – Sort, Toss, Assign, Contain, Keep it Up and Simplify. Go to [www.clearsimple.com/resources/](http://www.clearsimple.com/resources/) for links to the products below and more.

**RESOURCES:**

- iRAFT 5 step system for the paper and email pain [www.clearsimple.com/iraft/](http://www.clearsimple.com/iraft/)
- The disc bound notebook
- The TimeTimer
- Clear Project Folders
- The Freedom Filer

