

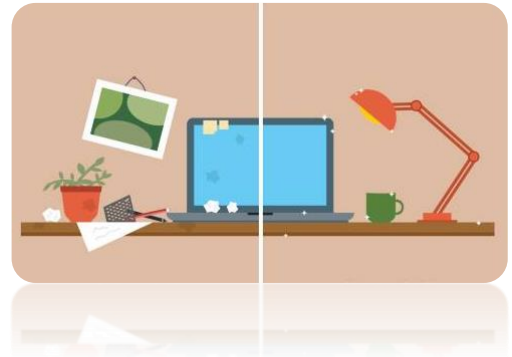
Organizing your Work Area

Office management is important because it can help you use working hours more efficiently, increase employee productivity and enhance the company's quality of work. Using strong office management strategies and techniques can also help you develop powerful administrative skills, create a constructive working atmosphere and boost employee morale.

Here are some suggested ways to achieve your goal:

1. **Organize your space** - Having a clean environment can help eliminate distractions and improve work performance. Creating an organized space improves team efficiency. A few suggestions to help accomplish this are:

- Creating established work zones for employees
- Updating company filing systems
- Labeling shelves, drawers and cubbies
- Sorting completed project documents into storage boxes and files
- Keeping a re-supply list (printer ink, staplers, etc.)



2. **Keep updated records** - Maintaining updated company records can be a crucial step in managing your office. Current contacts information, updated schedules and the weekly 'to do' list can save your office time and help your team perform their duties more effectively.

3. **Schedule out your week** - Scheduling out your week can help you manage your time more efficiently and prioritize your work. At the beginning of the week, look over your deadlines, meetings and other important duties you need to complete within that week and sort them based on priority. When sorting, consider using these categories:

- *Stationary*. Meetings or tasks that have a set date, are often already scheduled, and can't be moved easily. Fill in all your stationary responsibilities first and schedule your other tasks around them.
- *Top Priority*. Meetings or tasks that you need to complete on certain days by the end of the week. Sort these assignments by their deadlines so that you can finish them in order of importance.
- *Flexible*. These are the last assignments you put on your schedule. They are often tasks that don't have to be completed by the end of the week but may contribute to another project or deadline in the near future. These can be worked in as time permits.

By sorting your information and creating a weekly schedule, you can better understand what you can realistically accomplish within one week and if you need to adjust project goals, delegate work or request deadline extensions.

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4. **Delegate tasks** - Delegating tasks to other individuals can help boost the performance and productivity of your office while helping you meet important deadlines. For example, if you have a large project that you need to complete in a short amount of time, consider assigning small portions of that project to different team members. They can complete all those small assignments simultaneously and then allow you to compile the work and information into one cohesive document or report after they're done.

5. **Establish routines** - Creating established routines in an office space can help manage workflow, create systems for processing client information and allowing for certain emergencies. When an individual or team member completes their assigned duties or tasks, it can be helpful to have a task list to review for the next priority. This will help create a self-sufficient workflow that allows a team to work consistently throughout the day while freeing up your own time to work on your own tasks and projects.

6. **Eliminate distractions** - Eliminating distractions can also help create a productive work atmosphere, help increase work performance and eliminate unnecessary distractions from the office. It can also be helpful to set timers for yourself to focus on work. Completing work in 30-to-45-minute segments while taking a quick break in-between can boost your work rate and help you complete more tasks throughout the day.

Some other great ways to reduce distractions in the workplace include:

- Turning off notifications on your phone
- Setting your phone to gray scale to reduce its appeal
- Wearing noise-canceling headphones when appropriate
- Schedule specific times throughout the day to check your email



7. **Define roles and responsibilities** - When employees and individuals understand their roles and responsibilities within a company, it can help them know which assignments and tasks they need to complete and finish their daily work more efficiently. Regularly evaluate your primary duties with staff. This can make sure everyone is on track and can also let all know if their duties have expanded or changed since the last evaluation.

8. **Encourage further training and development** - Encouraging your team members to continue developing and providing them with further training opportunities can help improve your office morale and increase employee performance. Allowing employees to improve their occupational skills and knowledge can help them conduct their work more efficiently and enhance the quality of their deliverables.