

Gain Success Through Organization

By DOMENICK RAFTER

Disorganization at home isn't the only place where a mess will cost you money. Sometimes that costly clutter extends to the office, affecting not only your ability to do your job, but

also your business' ability to thrive.

A mess is a bad first impression. It could be a turnoff to those who wish to do business with you. Signing a contract with a client is much harder if they have to navigate through boxes of papers and office supplies just to get from the receptionist to your office. A client may not trust you with an important job if they deem you disorganized. "Lack of organization could cost you clients," said Dawn Falcone, a Jackson Heights professional organizer and president of Dawn Falcone Lifestyles.

Why would somebody trust their investment of time and/or money in someone who can't keep files in file cabinets or has clutter scattered all over his or her desk?

Losing business is not the only way a company could be hurt - they could literally lose money. While organizing for a client of her, an accountant, she found

dozens of checks, thought lost, that hadn't been cashed.

"My client cashed them and made some money," she explained.

Another costly factor in a disorganized office is time spent finding important documents or sorting through a mess, which cuts down on productivity.

"Time is money," Falcone said. "The more time you spend having employees searching for missing documents, the less productive they are."

Often, Falcone said, offices are forced to spend money to bring in a professional consultant to help organize their office space, which, at a time when budgets are being squeezed, could eat up money that could otherwise be utilized to expand business or hire a new employee.

One of the solutions, Falcone said, is to find office supplies that have

multiple uses, like an all-in-one printer, copier, fax machine to save on space and money. Install shelving along any wall space, and make use of filing cabinets with files folders. Have a shredder handy if possible to deal with unnecessary and outdated papers, so that they don't stack up on desks or common spaces.

A common problem for offices is wires. Although modern technology has moved in the direction of wireless, the entanglement of telephone, power and network cables can not only be an ugly cluttered mess, but a danger. Employees could trip over the wires and sustain serious injury or even be electrocuted by frayed power cords. Bundling the cords together in plastic tubing, or tie wires, against a wall if possible, to keep them from snagging and out of the way of foot traffic, will increase safety.



Being literally buried under your work can lead to added expenses. Clean up and save.