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Getting organized at work

Even in the world we live in today where most companies work electronically, you may find yourself searching for a misplaced file, email or piece of paper. Almost half of office workers report losing an important work-related item each year – a file, a memory drive, a phone. The time it takes you to find them costs companies loss productivity— up to an average of one workweek per year, per employee. In the U.S., this loss of productivity is estimated to be $89 billion annually.

Marie Kondo, world-famous tidying expert, recommends you organize in blocks of time that are close together – like every morning for 30 minutes – until you're done organizing your area. She suggests tidying by categories in this order:

- Books
- Papers
- Komono (miscellaneous)
- Sentimental items

Next, you might want to look at tidying up your digital space.
Marie has found that three main folders usually work when organizing her clients' digital space:

- Current projects - with a sub-folder for each project
- Records - policies and procedures you regularly access or items such as legal contracts or employee files
- Saved work - documents from past projects you'll use in the future such as a presentation that can be used as a good template for a future one, research that can be helpful later, benchmarking of competitors or industry research

According to a study, more than 15% of a employees' satisfaction with their job is based on how satisfied they are with the meeting they attend. Meetings that are unproductive or inefficient decrease engagement. To run a tidy meeting, consider these points:

- Know what you want to accomplish.
- Think carefully about the participants you need to invite.
- State the goals in the invitation.
- Encourage participation.
- Set timelines for the meeting.

Sources: **benefitnews.com*, nationalhealthalliance.org*, mercer.com*, wilsontowerswatson.com*, bcbs.com***

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