

Organizing Your Workspace For Success

When you're working from home, separating your work space and home space can be difficult. However, this is important in order to enjoy a better work-life balance. **Organizing your workspace can also help you to stay more focused and improve productivity.**

As the old adage goes: a tidy desk equals a tidy mind. While you don't have to be a perfectionist, evidence shows that when your workspace is tidy and ordered, you're able to think more clearly and work more effectively. You'll also have the added advantage of being able to find things more easily.

If you're looking for the best way to organize your workspace for success, read on for our top tips.

Clear Out The Junk

One of the first steps to maximizing your space in your home office is to ensure you're not hanging onto anything you no longer need. **Go through your drawers and files one by one to eliminate any junk, allowing you to start afresh.**

If you have notepads which have been partially used, tear out any of the unnecessary or used pages and use the rest of the notebook. There's no sense in throwing away perfectly good items!

Always ensure that any confidential or potentially sensitive documents are dealt with appropriately - usually by shredding. Your workplace or supervisor will have advice on the best way to deal with these types of documents.

Put Supplies Away

Rather than keeping basic supplies, such as pens and staplers on your desk, find somewhere to store them out of sight, but still easily accessible. This could be in one of your newly-organized drawers or on a shelf.

You can also use this as a chance to take stock of your stationery supplies, and see if you really need to buy another set of pens. You probably have more than you realized.

Store Files Neatly

When you're busy and engaged in work, it is easy to allow files to pile up on your desk. This not only looks messy and cluttered, but could result in you losing an important document or misplacing a file.

Invest in a file storage system to keep important files together and accessible, and come up with a system to order your documents. This could be chronologically, alphabetically, or by project. As long as you know your system, this is a great way to boost productivity.

It's a good idea to label your storage units in some way, making it faster to find exactly what you need.

Keep Your Desk Clear

Keeping your desk clear is one of the easiest ways to transform your workspace, and can have a huge impact on your mental state, as well as your focus and productivity. If you have nothing on your desk to distract you, you'll be able to focus on work more effectively.

Get into the habit of leaving your desk totally clear at the end of each workday. File any paperwork, organize the files in your system, put office supplies away, close drawers, and either switch off your computer or store your laptop.

By getting into this habit, you'll ensure your space is ready to work every single morning.

Final Thoughts

With just a few small, simple changes, you can upgrade your workspace, and ensure that you're on the path to success!