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■ What can
businesspeople
do to better
organize their
offices?

Reducing clutter frees mind at office

Melanie Stokes, owner, Intuitive Living

Furniture placement is "very important" when organizing an office. Placement affects "work flow, paper flow and traffic flow," Stokes said.

Equally important is having a good filing system. "Finding a system that works for the individual is key," she said.

One surefire strategy for organizations is to keep frequently accessed files located in convenient areas. A staggered sorter on the desk works well. Having in and out boxes also is a convenient solution for unviewed items.

"Have a place for everything. A cluttered mind reflects a cluttered environment and vice versa," said Stokes, whose company specializes in organization and providing guidance on feng shui principals.

Day planners or personal data assistants, computer scheduling programs or calendars, are "very important tools for business or home organization" to organize appointments and priorities. |

