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Summer is officially over and it's time to get back to work!! It is easy to neglect your office space in the busy summer months but with the cold weather approaching we are bound to be spending a little more time indoors. Cluttered spaces are counterproductive and that's why it is essential to spend a little extra time in the office now before (that's right I'm going to say it) the hectic times of Thanksgiving and Christmas.

Okay so the desk is piled up with business cards, spare office supplies, printed paper, filing, receipts, telephone messages and to-do lists on top of to-do lists. The easiest way to sift through is to sort "like with like". It is important to do an initial sort so that we can see how much space we need to store items.

Many times we take business cards as a courtesy but if you haven't used them and can't remember who gave them to you in the first place, toss the card. Keep a handy business card folder near your phone where important, well-used numbers can be stored.

Round up all your office supplies and establish a space where they are to be kept. Some suggestions for storage would be a spare shelf, a basket or even an over the door organizer with clear pockets. Make sure it is accessible and easy to see what you have on hand. Keep all your supplies together so that you can easily spot what you are running low on. A master list is a great way to make sure you don't run out of supplies or over buy supplies that are not needed as often.

What do you do when you don't have time to read an email – PRINT IT.
What do you do when you don't have time to action something right away – PRINT IT.
What do you do when you think you might need that information some time – PRINT IT.
These papers inevitably end up stacking up on our desks until we are just not sure where to put them and then where do they end up? That's right filed under G for garbage. The next time you are going to print something off ask yourself if you really need a hard copy or could it be saved under a file in your computer. This will save you clutter and save the environment.

What do you think is the least favorite job in an office? That's right filing. We pile it up until it is overflowing and then wonder why it takes so long to file the stack. Give yourself 5 minutes at the end of everyday for a quick filing session. This will reduce the clutter on your desk and help you to get a jump start on your work the next day.

Receipts are a tough thing to get a handle on. We probably come home with one or two a day. Where do they go? Well if you need your receipts for business purposes I suggest a small plastic expandable file that you can store right vehicle. This sets a good habit for filing the receipt right after you leave the store. If you are keeping receipts for if you need to return an item I suggest filing your receipts by the name of the store so it is easy to find.

We tend to keep telephone messages even after we have returned the call. A telephone log is a great way to keep these messages in an organized fashion. It eliminates a lot of little pieces of paper and keeps all your important numbers in one spot.

We spend a good portion of our lives in our offices. Make your office a space that inspires you to work. Make sure to have good light, a comfy chair and a good work area so that you feel like accomplishing the job at hand.