

## The Focused Office Advantage: 7 Tips for an Effective Office 'Get Organized' Day

Almost every employee will admit they have things in their office they don't need but most don't have the time to clean out their desk, purge their files, and get organized.

Research shows that 80% of what we keep we never use. Elizabeth Hagen's Principle: If you're spending a lot of time looking for things and buying duplicates because you can't find them – you're wasting time and money. Not being able to find the information you do have can cost thousands or even millions of dollars in case of an audit or a lawsuit.

Many companies have held "clean-up days" – with little success. Hagen has changed this by turning the process into an event. Today it is called the "Focused Office Day." A "focused office" is a place where you can find things when you need them, you know what your most important tasks are, and you enjoy being in your office.

Here are some tips to make sure your Focused Office Day is a success:

1. Decide who's going to coordinate the day and pick someone who would love doing this!
2. Choose the day carefully. You may want to do it department by department.
3. Announce the event to the office staff telling them they all are expected to participate and what time the event starts and ends.
4. Prepare and hand out a retention guideline policy and give everyone a copy.
5. Decide who's going to answer the phone or hire a temp.
6. Arrange for:
  - Recycling and extra garbage bags and boxes
  - Flyers that explain what's going to happen that day, where to get supplies, and whose available for questions
  - Notify maintenance that there will be extra trash!
  - Someone to take before and after pictures
  - Prized for 'funniest item found', 'most trash bags', etc.
  - A place to store items that are worthwhile for someone else to have and donate them at the end of the day.
  - Great food!
  - Evaluation time where team members can discuss what worked, what didn't, and how to make the next 'Focused Office Day' a bigger success
7. Meet together at the end of the day to hand out the prizes and for everyone to share how much they got done!

### About Elizabeth Hagen:

Elizabeth Hagen, CPO is an organizing consultant, author, and national speaker. Elizabeth's passion is helping audiences get their life and space organized and then sees them smile with satisfaction! Elizabeth has spent the last 25 years developing systems and tools so that her clients save time, energy, and money and have a lot less stress. Elizabeth teaches 'Fearless Organizing' and is the creator of the Speak Now and Forever Get New Clients Home Study Program" ([www.elizabethhagen.com/speaknow](http://www.elizabethhagen.com/speaknow)) and the author of "Organize with Confidence" ([www.organizewitihconfidence.com](http://www.organizewitihconfidence.com)). You can experience the joy of working in an environment that enables you to be fearless, successful, and extraordinary! For more information: [www.ElizabethHagen.com](http://www.ElizabethHagen.com)