

April 2013

Management Brief

Essential **Tips** for Personal Growth

Organise
your
office

*... Get started and
clean up that mess
on your table*



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Organised



Keep your office neat & clean

Working people end up with lost messages, unopened mails and a desk so messy that you can't even make out what the desk is made of. Organizing the office may seem an unnerving task but if you keep few tips in mind it will become manageable.

Transforming your work life from disorganization to organization is a great way to show your professional attitude. Sometimes we get so involved in work and other important task that we tend to forget how our office is perceived by people around us. However, it is understood that you are unorganized because of workload which may be too overwhelming for your mind to handle. But remember that organizing your office can have more of an impression than you are probably aware. They say you only have one opportunity to make a first impression. Then why ignore that opportunity? So get started today and clean up all that mess which you have been piling up since weeks.



If a customer or someone else happened to walk into your office right now, would you be embarrassed over the state of your surroundings? I bet you will. Regardless of where your office is located, the size or interior... Set a good impression for your subordinates to follow suit.

- **Move away extra stuff:** Place your personal items on the left if you are right handed. Display frequently used items on the your right side. Vice versa if you are left handed.
- **Keep a notebook:** Keep a notebook by the phone for messages and phone notes. Write your messages in it and delete them from the system. Jot down reference notes before you make a call to reduce phone time.

Editorial Panel

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Disorganised




- **Stationary should be kept aside:** Keep some inexpensive pens, pencils and other handy items in a tray in the drawer. Keep back-up supplies in case you run out of it.
- **No extra items:** Try to move everything from the desk and place it on the floor or table next to you. Throw out, or put into storage the items that are not needed, such as old papers, torn scraps of paper, or even an outdated picture. Do not move things that are large and important, for example, a printer, or a desktop screen.
- **Prioritize:** Decide what are your most important documents or books that you would be needing frequently. Don't just dump it but label it and arrange it terms with priority.
- **Clean the top of your desk:** Your desk top should not have much on it. If you have too much stuff on your desk, it will look cluttered. You should keep on your desk a in/out tray, clock, lamp and a calendar. You should not have your computer on your desk (unless it is a desktop computer). If you have more than those items on your desk, it can look cluttered.

Put frequently used items in easy to reach areas

This may include a shelf or a drawer. However, make sure you do not just throw the items on a shelf or a drawer. Give everything a specific place so that you always know where it is. Some frequently used items include:

- Pens/pencils.
Store these in a small storage container
- Sharpener
- Stapler
- An A4 papers
- 2 highlighters
- Tissues
- Sticky notes
- Paper-clips



Store **items** that are not used frequently in less accessible areas.

Items that are not used frequently do not need to be in an easy to reach area. Therefore, by putting them elsewhere, you make room for those things that you use often. Place loose papers in a desk box. If you are still working on them, put them aside and remember to go back to them. Papers that are not being worked on can be put in a binder or a folder. Put it in an easy to reach area if you use the items frequently. If you do not use the items frequently you do not need to put it in an easy to reach area.

Laugh it off!

