

## GETTING ORGANIZED WITH EASE

By Emmy Moore Minister

I am probably the last person who should be writing about getting your office organized...then again, maybe not. It's a task I perform yearly, and I've actually grown to enjoy it. My annual organizing date is always calendared mid-week between Christmas and New Year's. That's a time to let go of the old and welcome the new, and organizing my office fits right in.

Over the years I've picked up a few techniques that have helped me perform this oh-so-necessary function with less effort and more ease. Might I share?

- Pick the date to do the clean and stick to it. Do not let anything get in the way of performing this task. The last week of the year works best for me, but to each their own. You'll know when your bio-rhythms are best in sync for organizing your inside office.
- Mark the cleaning date boldly on your wall calendar. E-mail yourself an advance reminder, giving yourself a heads-up with a bit of lead time.
- Try to do the work alone. Do not invite anyone to participate in your cleaning ritual. There's nothing worse than someone else telling you what to keep and what to toss.
- The right supplies are critical when it comes to office clean-ups: plenty of oversized garbage bags, empty containers, some recycle bins, and file folders...not to mention hammer and nails to hang the framed art and certificates you currently have strewn on the floor. And if some of the material you're dealing with is sensitive, you might also want to have a shredding machine at hand.
- For those of us who despise filing, what's the alternative? Wire baskets that can sit on shelves within arm's reach. Toss your documents into the baskets; it beats filing. And the baskets take up less space than a filing cabinet. Later in the season when they fill up, simply label and box up the content; then move it to your storage area. If you don't need to refer to the documents again, you can toss them.
- Do not perform your office clean-up without music. It makes the tedious work of compartmentalizing data and docs a bit more bearable.
- Return to your high school days and buy a bulletin board. Even in these hi-tech times, we still need a place to hang things that need to remain in view. A basic cork bulletin board serves this purpose well. It's a natural spot for reminder notices, photos, memorabilia, and the unexpected thank you notes that periodically come your way.
- Dump your desk drawers one at a time and review the contents. Purge all you can. Toss out the old stuff, so you can make room for the new. Do not over-think while performing this task. Just do it.
- As for all the trade magazines scattered about, gather them up and place in one spot. Perform a 60-second glance-through of each issue. Tear out what catches your eye and place it in your "to read" basket. You'll be surprised how quickly a two-foot stack of publications can be reduced to two inches of must-read/wanna-read articles. You may also want to consider cutting back on traditional subscriptions and replacing them with online versions.
- If you really can't face the mess alone, it's o.k. There are professional office organizers who make a living helping others get their acts together. If this is your first attempt in years at office cleaning/organizing, and it seems a bit overwhelming, remember, you're not alone. That's why professional office organizers are able to earn a living. Hiring a professional to help you tailor-make an organizational system could be money well spent. From then on, you'll be able to do the work alone, and with much more ease.



(L to R) Gathered at the 2005 Golf Course Superintendents Field Workshop at Callippe Preserve GC in Pleasanton are Course Designer Brian Costello (ASGCA) and Co-Owner of JMP Golf Design Group, Project Manager Flip Sheridan with Heinbuch Golf, Course Superintendent Dave Davies (CGCS) at Callippe Preserve Golf Course, Project Consultant Edward Ballman with Balance Hydrologics and Project Consultant Tom Fraser with WRA.

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