



# Productivity and organizing experts agree that ‘time’ is essential to an organized office

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Several Southern California organizing and productivity specialists were asked how they help their clients conquer office clutter. From their answers it is clear that, first and foremost, the only way to establish and maintain a productive environment in the workplace is to *take the time to make it happen*.

“Great systems don't work on their own,” says Ventura County’s [Amazing Grace Organizing](#) founder, [Denise Abdun-Nur](#). “You have to make a commitment to do your part or have a support team to do it for you. Typical clutter occurs most often because people simply don't take the time to file items away on a regular basis. Scheduling regular maintenance appointments with yourself, or a support person, is critical in keeping clutter to a minimum. *Actually making an appointment with yourself on a regular basis is the best way to avoid clutter buildup.*”

[Lisa Guzzo](#) of [Working Space Unlimited](#) in Orange County, CA, agrees that “lack of time spent on planning and not having systems in place for handling mail, working on project tasks, follow-up phone calls, filing and so forth” are chief contributors to a cluttered office.

“[The Organizing Maniac](#)”, [June Saruwatari](#) based in Santa Monica, gets specific: “Have a designated time every day, preferably two times a day, to process your 'inbox'. Go through your 'inbox' at least twice a day, but only if you can sort and put items into your 'action drawer'; otherwise, you are wasting your time shuffling papers over and over and over again.” She believes that by investing the time and energy to do this, “you will *save yourself hours* of time in the long run.”

[Sara Caputo](#), who established [Radiant Organizing](#) in 2003 in Santa Barbara, is a productivity coach, consultant and trainer. “Time to deal with clutter,” she explains, “must be instilled and integrated into your schedule. I suggest taking 15 minutes a day for ‘clean up’ time at the end of your day. *Nothing matters more* in clutter clearing than establishing a maintenance plan and then protecting that time like your newborn baby!”

If we are determined to have our workplaces thrive, then it is crucial to take the time to properly care for them.

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