



Los Angeles area organizing and productivity specialists discuss 'typical' clutter, custom solutions

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We consulted Los Angeles area organizing and productivity specialists for their expertise on the subject of office and workplace clutter:

The experts agree that the elements of office clutter tend to be fairly typical: client folders, unopened mail, business cards, unprocessed orders, books, manuals, pencils, pens, office supplies and, of course, those ubiquitous paper piles containing company memos, receipts, messages to be returned, notes from phone calls, newspaper clippings, "to do" notes...

[June Saruwatari](#) contends, however, that "just because [clutter] is 'typical, normal, not out-of-the-ordinary' doesn't mean that it's okay. **You** determine what is acceptable to you. Is it acceptable **for you** to be working on a desk that has piles and piles of paperwork on it?" However, Saruwatari also points out, "Oftentimes, people get so used to living in their office with the 'typical clutter' that they become immune and desensitized to the effect that the clutter is having on your body, mind and spirit." It is when the clutter is gone that office workers realize that it has been an unconscious stress on their internal systems.

But the solutions to organizing an office can be elusive despite the hundreds of books available on the subject of organizing the workplace.

"Some clients hope the pile will just magically disappear," according to [Esther Simon, the Traditional Home Organizer](#).

[Beth Florida](#), who offers professional organizing services through her company, [Get It Together](#), says, "The real 'secret' to getting organized can't be found in a formula from a book. **You** are unique and your business is unique. It's about finding **your** organizing style and matching it to an organizing method that will work **for you**." Simon agrees that many of the solutions she finds for her clients are things "they just didn't think of."

Florida explains that custom systems allow for success in staying organized because, "when you know your desk and office are organized in a way that's true to **you**, you will tend to stay organized for years --even decades-- to come."

The National Association of Professional Organizers [website](#) states, "In business settings, an organizing pro can increase productivity and profitability with improvements in paper-filing and storage, electronic organizing, work-flow systems, employee time-management, space design, and more."

If you are having difficulty managing the clutter in your workplace and are not as productive as you would like to be, consider hiring an expert!



"Some clients hope the pile will just magically disappear," says professional organizer Esther Simon

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