



Specialized Administrative Staffing

A Robert Half Company

Clear the Clutter, Enhance Your Image

The desks of many administrative professionals seem to be magnets for clutter. Particularly if you're stationed in a central location, your desk can become the drop-off point for incoming mail, outgoing packages, office supplies and all manner of paperwork. On top of all that, there are your own stacks of work to be done, papers to file, invoices to process and documents to distribute.

But cleanliness should be a priority for administrative professionals who are concerned about their professional image. In a [survey](#) by OfficeTeam, 83 percent of respondents said the appearance of an employee's workspace at least somewhat affects their perception of that person's professionalism. In addition, a messy desk can become a time sink as you spend precious time looking for missing items.

If your desk has become a disaster area, now's the time to clear out the mess and get organized. Here are some tips for getting — and staying — clutter-free.

- **Get a fresh perspective.** Sit in your visitor chair for a view of what others see when entering your cubicle or office. This will help you develop a clean-up plan and prioritize what to do.
- **Pare down.** Keep only the materials needed for your current project on your desk, and clear these items after the assignment is completed. Store supplies you need in drawers or file cabinets close at hand, and move things that are used less frequently into storage.

- **Go paperless.** Print documents only when necessary. Electronic calendars, task lists or email alerts can help you remember deadlines, appointments and meetings.
- **Cut back on knickknacks.** If your desk is crowded with photos, promotional items and other objects, start with a clean slate. Choose just two or three framed photos to display, put staplers and similar equipment in desk drawers and get rid of all those stress balls and pen cups.
- **Practice daily maintenance.** Once you've cleaned and organized your desk, keep it that way with regular "spot cleanings." By spending just 10 minutes every day tidying your workspace, you'll prevent clutter from accumulating and getting out of hand.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com.

###