

TOP 5 TIPS FOR ORGANISING YOUR OFFICE

GET YOUR BUSINESS SORTED FOR 2018!



1. DE-CLUTTER YOUR OFFICE

Even if you don't mind a little mess, too much clutter can add to daily stress and chaos.

When your work space is clean and uncluttered, you won't waste time searching for important work. At the end of each day, do a quick straighten so you have a clean start the next day.

2. ORGANISE YOUR FILES

You can easily waste over 4 hours every week searching for paperwork. Organise your filing cabinets, or if you don't have enough space in your office, scan the originals and throw out the paper files. You can even scan your receipts to store straight into your accounting system. Start using cloud-based files such as Google Drive or Dropbox to save and share your work files and free up storage and save valuable time.

3. TAME YOUR INBOX

If your inbox has become a catch-all for every email you've ever received, it's time to clean house. It is possible to manage your email inbox so you only see the messages you still need to deal with, and file away everything else you no longer need to respond to. Unsubscribe to newsletters or subscriptions you no longer read as well.

4. USE THE RIGHT NOTE TAKING TOOL

One key to staying organised is having the right solution for jotting down any tasks or inspirations when they strike. Whether you prefer to use pen and paper or voice record on your smartphone, the most important thing is that the solution fits into your work lifestyle so that you use it consistently.

5. TAKE CHARGE OF YOUR BOOKS

No matter the size or type of your business, it's important that you have a system in place for invoices, processing payments, recording expenses and preparing BAS. But if you haven't updated your process lately, or if you struggle to keep on top of your book work, find out how we can help make your admin and bookkeeping tasks easier and much more efficient. We can get you organised so that you can take charge of your books!



let's chat!

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