

## The Productive Office Environment

---

**W**hat is your ideal office? Close your eyes and picture the office that appeals to you.

Do you envision a large work area with a wall of windows draped with eye-popping fabric and furnished in rich wood furniture? Are you surrounded with lush plants and expensive art work? Do you have soft calming music piped in?

Do you see a functional space with all the necessary office tools and supplies close at hand, clean and clear work surfaces, neatly arranged and labeled files, adequate lighting, and a comfortable desk chair?

Both visions are attainable. However, many times décor takes precedence over functionality and business productivity suffers. If your aim is a successful business, the second vision should be part of your business plan and pursued with a vengeance. Developing a productive environment should not be an afterthought in any business.

Businesses which ignore this aspect of their operation end up in crisis mode. Costly staff time is expended when important documents can't be found and have to be recreated. Business opportunities are lost because prospective client information is not entered into a database and followed up on regularly. The cost of office supplies skyrockets because the storage area has become a jungle where no one can find even a pen.

In future articles I will describe systems, tools, and actions that create productive office environments and increase business success. If you have a specific question about how to increase productivity, email me at [alice@awinnersos.com](mailto:alice@awinnersos.com).

*Alice's business, A Winner Organizing Consultant, addresses the needs of both residential and business clients. She has a BA in Social Work and an MA in Public Administration, and has held casework and administration social work positions. She has been a Professional Organizer for 7 years and she was awarded the title of Certified Professional Organizer in Chronic Disorganization by the National Study Group Chronic Disorganization in October of 2004.*