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### Complete Office Organization How To

A relatively neat and orderly office space clears the way for higher productivity and less wasted time. Organizing your office doesn't have to take days, it can be done a little at a time. In fact, maintaining an organized office is much more effective if you treat it like an on-going project, instead of a massive assault.

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To organize office files, start by developing categories and subcategories that will cover all of the documents you have to file. Then, make the files easy to find by using a different color of folder for each category you made, and label each folder. Additionally, prevent the folders from bulging by storing all documents unfolded.

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Follow the tips below to help get yourself in the right mindset so organization becomes second nature at the office. You can also listen to an episode on The ONE Thing Podcast on How to Get Organized at Work. (Subscribe to the podcast on your podcast player of choice). Organize Your Brain

### **How to Get Organized at Work - The ONE**

## Thing

Whichever of these tasks you decide to do, remember that you can't completely organize your life in one go. It's a long, never-ending process so be patient. Just decide to get organized now then take baby steps until you see some semblance of order in your life.

## How To Get Organized - 20 Ways To Organize Your Life Now

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terms. Your clutter no longer has to fill up your space and your life.

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Office cable clutter? Get it under control with the cable wraps, cord covers, and desk cord organizers you'll find in Office Organization Kits from CableOrganizer.com

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