

TRANSFORMING COMBAT ZONES INTO COMFORT ZONES

Newsletter – August 2010

This month I wanted to share a project with you that I worked on at the beginning of the summer. As I know how interested many of you are in the before/after pictures, I have been sure to include a couple.

I really relied on my project management skills for this job which involved a small move as well as a filing component. I had to clearly define the objective and deadline, plan each week's/day's tasks, execute the tasks and then do a final review to be sure that the objective had been completely met. Throughout the planning and execution phases, I needed to adapt to situations that were beyond my control while at the same time keeping the project moving forward as the job needed to be finished within a month.

Case Study

My client, who is the Office Manager for a large cardiology practice, hired me to consolidate the contents of two apartments which were used for the office's file archives and storage. One apartment served primarily as a file archive room and contained 20+ file cabinets plus assorted documents that needed to be kept. The second apartment had housed a lab which was no longer operational. The objective was to maximize all available space and create a professional looking storage area where all of the files, documents and materials related to the practice could be easily accessed. In addition, time needed to be spent on organizing the patient's charts and test results.

Here's a snapshot of the project:

Before

- Some outdated patient's charts had been collected for shredding.
- The remaining outdated charts needed to be removed from the shelves.
- Cabinets, equipment, supplies and paperwork from the lab were still in the space.
- Hundreds of patient's charts needed to be filed.
- Test results paperwork was piled on top of the file cabinets.
- Old furniture, obsolete equipment and used tapes had accumulated.



Much to be done.

After

- All lab-related materials were completely removed.
- Outdated patient's charts were pulled and the more current charts filed.
- All of the file cabinets were consolidated in the space formerly occupied by the lab.
- The floor plan allowed for additional filing cabinets as needed.
- All outdated test results were collected for shredding leaving room to file the more current test results.
- The cabinets containing the test results were positioned in chronological order and the contents were re-organized accordingly.



Transformation completed.

Testimonial

Stephanie was prompt, thorough, "organized", made informative suggestions, but mostly extremely easy to work with. She had a plan for each day of the project and executed it completely. The project was completed in a timely manner and all the files and cabinets that were moved to the new space were labeled and organized in a defined manner so that filing in the future will be very simple. I would highly recommend Stephanie Shalofsky as a professional organizer. She did a great job with our project.