

TRANSFORMING COMBAT ZONES INTO COMFORT ZONES

Newsletter - July 2009

Over the past month **The Organizing Zone** has worked with a number of companies to address space utilization, paper management and workflow issues, all of which were impacting productivity.

I want to highlight one of the projects as it specifically speaks to the concept of 'leading by example' and relates to a recent article in *The New York Times*. According to the study cited in the article, the most successful CEO's are those who are organized.



Much like the study participants, the department head who brought me in to re-organize her staff's space is organized. She clearly understands the need to create a work environment for her team that would better utilize their space, increase efficiency and create a more professional environment.

CASE STUDY

Here's an overview of the steps that were taken for this project :

- De-cluttered the entire space
- Created a centralized supply area for the department
- Established an overstock storage area
- Created an area for storing part-time staff's belongings
- Re-configured an office to include an additional workstation and meeting area
- Consolidated files and removed unnecessary cabinets and bookcases
- Created a reception area for the department
- Relocated a workstation
- Replaced temporary table workstations with permanent desks

Not only has my client set a good example for her staff to follow, but now she has provided them with the tools necessary to do so. The feedback concerning the changes that have been made has been very positive and the staff is well on its way to being far better organized.

Are you an organized leader? How would you rate your organizational skills? If you want to improve your skills, contact me at **The Organizing Zone**.