

THE CLUTTER DISCLOSURE STATEMENT

Many white collar occupations can be described as paper intensive. What impact is clutter having on your success? Regardless of whether you are working out of a home office, your car, briefcase or cubicle at work, consider the following statements and circle yes or no:

A) CASE LOAD

1. Do you feel overwhelmed by a backlog of paperwork? Y / N
2. Do you worry about unfinished paperwork when you are not working? Y / N
3. Do you ever find paperwork that you have forgotten about and it is too late to do anything with? Y / N
4. Do you waste time searching for missing files or phone messages? Y / N
5. Do you procrastinate on certain items and spend time on lower pay-off items? Y / N
6. Do you miss out on opportunities because of your disorganization? Y / N
7. Do you shuffle paperwork and handle it several times before finally deciding what to do with it? Y / N

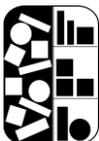
B) FILING SYSTEM

8. I have a huge stack of reading material that I never seem to get around to. Y / N
9. I often go to meetings unprepared because I have not been able to locate background materials. Y / N
10. On average, I spend more than 15 minutes a day trying to locate documents from my desktop and filing system. Y / N
11. My filing system contains documents that I rarely refer to and could be archived or shredded. Y / N
12. I have not cleared out my filing system in the past year or more. Y / N
13. If I was away from the office my colleagues would have great difficulty trying to locate information. Y / N

SCORING Give yourself one point for each “yes” answer.

- 9-13 RED ALERT! You have a clutter crisis on your hands! Take control or get help.
5-8 Look out! Clutter is probably starting to put a permanent crease in your brow.
3-4 Not bad. Identify bottle necks in your work flow and establish efficient work habits.
1-2 Good work. You are applying principles of work organization.

Organized people save time and money and experience lower stress and frustration levels.
Schedule a time to get organized and your professional and personal life will thrive.



Alison Roberts is a Professional Organizer who has been helping people to dig their way out of clutter for the past 12 years. If you need help getting organized contact her at 591.3711 or check out www.clearoutclutter.com

transforming people's lives, one closet at a time.