

Practice matters

A recent re-location provided the opportunity to organize my living and workspace more effectively. What surprised me was how much unused items and old paperwork filled my drawers. A decision was made to throw out and recycle almost everything I have not used in the past six months and therefore not need again.

Green tip

Efficient space planning removes frustrations and saves you time which facilitates productivity.

Books, Movies & Events

Organizing Idea Book by John Loecke, published Tauton Press Inc, 2006. This book is full of practical, creative advice on organizing spaces and it caters for every type of room. If anything, it will certainly help you to get rid of a clutter problem and free up space.



Quote for the month

"A rock pile ceases to be a rock pile the moment a single man contemplates it, bearing within him the image of a cathedral" Antoine de Saint-Exupery

What's news

By organizing and planning our work and living spaces optimally we improve our work and living experience physically as well as psychologically. Herewith some pointers to assist in the process: 1.Plan around critical functions ie. workstation, storage, filing etc.; 2.Implement a document/ information flow strategy; 3.Practice a clean desk policy by processing things before the end of the day; 4.Do not create unnecessary paperwork ie. print only essential info when needed and recycle what you can (be careful to print on the back of printed pages, this can be harmful to some printer types); 5.Set up a proper filing system for your requirements with easy retrieval as the key; 6.Organize your interior spaces in accordance to your work and living habits; 7.Always place things back where you normally store them. 8.More space is not necessarily the answer, better planning is.

We tend to perceive space in terms of its function as being too big or too small. You may be pleasantly surprised as to how little space one actually needs for various functions. A too large kitchen for instance can waste a lot of time during the preparation of a meal having to move between fridge, prep table, sink and stove.

Lifestyle



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info@raymondsmith.co.za
c +27 (0) 832519467
www.raymondsmith.co.za

Cartwrights Corner Building
19 Adderley Street Cape Town
PO Box 1099 Cape Town 8000