

Having the **IDEAL** Office!

Identify Supplies

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Properly set up available supplies and equipment. Review floor plans to see if used to best advantage. Have enough supplies for needs.

Desk Workspace

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Desks should be roomy, useful and comfortable. Workspaces clear & clean as well as drawers purged of the unnecessary.

Extra Space

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Additional tables can provide ready to use workspace when needed. Keep areas, like cabinet tops, free from clutter and near enough to use.

Accessibility

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Computer to be easy to reach with cords assessable. Peripherals close yet not on direct work spaces. Be able to reach printer from the chair.

Locations

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Put action files within arms reach. Ensure cabinets are well positioned and in good working order as well as making sure files are secure.

Michelle Panzlaff, founding owner of Tidy Tiger Solutions, tames paper tigers in the office and at home, saving you time and money. She knows the secrets to great organizational systems that will allow you to find what you are looking for, eliminate piles of clutter and paper and have you feeling less stressed and more effective right away.