



BalanceWorks® Newsletter

Written by the work/life experts at **eni**.



Take a look around your workplace. Can you see the color of your desk? Find important documents on demand? Like most of us, probably not. If you work at a desk, it is too easy to leave papers lying around, and to collect various items that simply take up space. If you do not work at a desk, take a look around your workplace and you will most likely see items and papers that can be cleared away. Office or workplace clutter can not only be irritating because it interferes with work, but can also cause unwanted and unnecessary stress that can affect your performance at work.

To determine what items and documents you really need to keep, ask yourself these questions.

What do you use it for? When will you need it? Will you really need it in the future? Will you actually ever use it? Why do you have it? Does anyone else need it? Do you really want it? Is it yours?

Workplace Clutter

When you have answered these questions truthfully, use these tips to help you organize your cluttered space, and work stress-free.

Throw it out. If it is outdated, not yours, you don't need it, or if it's broken, throw it away! Old magazines, journals, papers, old software, broken pens can all be tossed.

Make a junk pile. If you have a pile for these items such as unopened mail, memos not pertaining to you, or something you will never read, keep them in one pile. This will create extra room in your workspace for important things, or even a place for your desk to shine through.

Make a "hot" pile. This pile should contain all of your high priority items to keep them from mixing in with clutter.

Store your items. File away documents that do not need attention for easy reference and less clutter. Store whatever possible in your filing cabinets and company storage areas.

Utilize the computer. Input events and meetings in a calendar on the computer, type up a To-Do List and any other loose papers. This can eliminate many post-its and reminder papers that are creating clutter in your work space.

Once you clear the clutter, make sure to keep up with these tips so you do not fall back into messy habits. You will feel more organized and less stressed with a clutter-free work environment.

For more information or advice about Workplace Clutter, contact the work/life experts at BalanceWorks by calling **1.800.327.2255**. eni's BalanceWorks program is a confidential 24-7 service provided by your employer to help achieve work/life balance.

Organization at Home

Many people feel the difficulty of maintaining an even balance between work and life. Either your office is disorganized and stressful while your home is peaceful, or just the opposite. Maybe all areas of your life seem this way. Getting organized at home is just as important as it is at work. Spend extra time to make your home clutter-free, and learn how to keep it that way to help balance your personal and professional life.

Stay Organized

- Spend 15 minutes at the end of each day cleaning up.
- Write notes in places you will see.
- Let go of the need to try to make everything perfect.

Simplify Your Life

- Buy low-maintenance clothing for yourself and your family.
- Remove kitchen appliances you rarely use.
- Consolidate weekly errands and shopping into one trip.

Cut through Clutter

- Donate unneeded household items to charity.
- Establish family agreements about putting away toys and clothes.
- Sort incoming mail into categories by priority or action.

Delegate Tasks

- Assign work tasks to appropriate family members.
- Get your kids involved in housework.
- Post chores on a bulletin board everyone can see.

Use Calendars

- Post a family calendar to schedule holiday celebrations, doctor appointments, birthday parties and recreational activities.
- Check your calendar daily.
- Write down all firm commitments in pencil.
- Review your activities in advance.

Make Lists

- Use checklists to simplify shopping, traveling and entertainment.
- Make to-do lists each day.
- Keep a list of important dates and events to remember.

Manage Your Time

- Schedule quiet time at home to refresh your mind.
- Say “no” to friends and family members when you need to.
- Consolidate errands.
- Make constructive use of slow time.

Stay Focused on What’s Important

- Remind yourself of your long-term goals daily. Revise them when necessary.
- Set daily priorities and make plans to achieve your goals. If you tend to procrastinate, focus on the sense of accomplishment you’ll feel when the job is done.

Use these tips to help you with organization at home. Don’t let clutter and disorganization welcome you after a long day at work. Coming home to a clean and organized household will help you ease any stress you have experienced at work, and pave the way for balanced work and life.



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