

Simple Ways To Organize Your Office, Business, Or Warehouse

When you organize your business and eliminate the clutter, you will feel reenergized. You will find that you are easily motivated to get straight to work when you don't have a mess to deal with. Here are some Simple ways to organize your business.

Jan. 12, 2010 - [PRLog](#) -- Get your business organized for the New Year.
Written by Ted Thorsen Material Handling

It is a brand new year and its time to get your business organized.

When you organize your business and eliminate the clutter, you will feel reenergized. You will find that you are easily motivated to get straight to work when you don't have a mess to deal with. We've all seen messy, unorganized warehouses or offices with boxes stacked to the ceiling and all sorts of odds and ends just lying around. It doesn't seem like a big deal until orders start shipping late because you can't find the right product, part or file. While this may be an extreme case of disorganization, it's also not far from the truth for some businesses.

Simple ways to organize your office, business, or warehouse

Start an efficient filing system

Files that you do not use anymore, but may need to keep are best stored in storage bins or totes. Bins can be stored on shelves, in a closet or cabinet to save space. Know what you can throw away and what you need to keep. Throw away outdated information. Keep legal documents such as contracts, warranties and tax documents. Organize your files by color-coding, alphabetically, or by type of file. Consider having separate drawers for different areas of business, such as clients, finances, and media

Labeling- Labels can be a cheaper but effective way to keep your files and parts organized. You can put your product in storage bins, cabinets, shelves, and put a label on it so your product is easier to find. Some labeling systems are specifically designed for use with bar code scanners and offer non-reflective plastic face.

Storage bins- Storage units and plastic containers are great for storing products you sell as well as for holding large supplies, like printer paper, fittings, small parts, and supplies.

If you have faced the problem of not having enough storage space, you know that everything can become a cluttered, disorganized mess. Storage space can be easily added through shelving, cabinets, storage bins, tote boxes, storage units, bookcases and file cabinets.

- Shelving- Shelves are inexpensive and easy to install. You can store books, files, binders, supplies or whatever you need.
- Cabinets and Lockers- Cabinets are a flexible and sometimes more portable option. They help you organize and conceal your materials. Many cabinets are fire safe to keep your flammable + corrosive products and supplies safe if the worst happens.
- Workbenches and Workstations- New workbenches and workstations can really make a difference in productivity, allowing a great space for assembly, packing, shipping or inspection work. Some unit lock to keep your work secure.

The answer may be new metal shelving to organize the inventory your business has on hand. Some companies can custom build shelves to whatever specification you need.

Even if you're not carrying inventory, metal shelving can be put to good use. It can help organize

workstations, act as storage space for old documents, or function as a holding area for equipment, parts or supplies.

You are more likely to see metal shelving in the warehouse or in a setting like a body shop. But you also may see shelves in an office setting, for filing, supplies, and equipment.

The combination of durability and scalability is just too much to pass up for many business owners. Shelves can be produced that can fit side-by-side or on top of each other. The result is shelving space that can grow with your business.

Any of these tips, shelving, labels, cabinets, storage bins are easy option for those that don't know where their business is going to go in the next few years. That is just about every business owner out there.

This information is brought to you by Ted Thorsen Material Handling Inc.

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If you need shelving, storage bins, labeling, cabinets, packaging, office furniture, workstations to organize your business Ted Thorsen material handling has the solutions to fit your needs. Give us a call at 1-800-233-8358 or Shop online at <http://www.tedthorsen.com>

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