



# The Pallet

## Could You Use Help?

*Does Your Workplace Get in the Way of Your Work?*



Has anyone seen Joe? He used to work here ... we think. By the way, where's that new guy? We have a janitorial meeting at 10:00! Actually, part of the problem with workplace clutter and disorder lies in the fact that it affects more than just the individual. It potentially causes problems for

*everyone* involved. One person or department can wreak company havoc and hold everything up or confuse things for everyone. Ultimately, the client suffers — with the fired employee suffering shortly thereafter. So, simplicity, cleanliness, and order usually work best for everyone.

### Does Clutter Really Help You Think Better?

A former coworker had a sign on his desk which read: "A Neat Desk Is a Sign of a Sick Mind". The desk itself had papers spread on top of it like layers of confetti—very important papers.

The good news: He knew where to find everything. Furthermore, no one dared throw any of it away. How could you tell the trash from the other stuff?

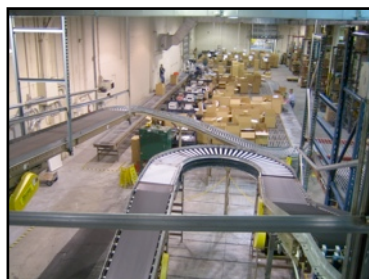
Now, a clean desk can send mixed signals. It can either tell your boss that you don't have enough work, or that you do your job really well. If anything, an uncluttered desk probably helps us concentrate on *the most important task* we have to accomplish on any given day.

As for the person whose desk I described above—brilliant. However, would better organization have helped him accomplish even more?



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