

# BEAVERTON VALLEY TIMES

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## Manhattan principle can help you trump your clutter

BEAVERTON – Let's face it, Donald Trump didn't become rich underestimating the value of prime real estate. He did not become a multi-billionaire by plopping warehouses in the middle of Manhattan.

He leveraged his resources by placing premium properties on prime real estate.

That seems obvious. But how many of us apply that simple time-honored real estate principle to our daily lives?

Professional Organizer Kathie England of Beaverton says we can trump time-wasting clutter, and enrich our personal and professional lives by applying the Manhattan principle. January, which is national Get Organized Month, is a great time to try this.

Think of your core living or working area as Manhattan, your most precious real estate.

Take your desktop, for example. Are you using it as a warehouse to store books and files you seldom use? What about your countertops in the kitchen? Are those canisters and appliances used daily, or should they be stored in a cupboard?

Rather than wasting our prime real estate on low-rent activities, we should be using it to its highest value.

Taking a tip from the real estate tycoons, ask yourself these questions to see if the Manhattan principle applies:

“Organizing is a lot like exercising. A one-shot effort just doesn't work.”



Kathie England

- Is the space a “high traffic” area? Is your desk where you perform high-value activities such as writing, calculating or simply thinking? Then it needs to be clear of distracting clutter.
- Is it in a valuable location? Is it within easy reach of high-value activities? Remember, three things determine value in real estate: location, location, location. Your paper and envelopes should be stored near your printer. Your frequently used files and CDs should be within close reach of your desk and computer. Your calendar and phone numbers should be near your phone.
- Is it the right dimension for the intended use? A common mistake with office organizing is trying to stuff too much into large containers. Organize similar items together in smaller storage bins that are clearly labeled. Try applying these principles to your own office space:
- Set an appointment with your clutter. “Many of us get motivated to organize but become frustrated when the task

seems overwhelming. It is important to set a specific amount of time to work on organizing and stick to that, breaking big, overwhelming tasks into smaller ones,” says England.

- Practice the plan, sort, and purge system. “You need a plan for how your office will function. Then you need to sort through what you have, take a realistic look at what you need to get rid of and what you need to buy.”
- Develop a maintenance plan. “Organizing is a lot like exercising. A one-shot effort just doesn't work. Working with a professional organizer is like working with a personal trainer. Learning the right moves helps you maintain your fitness and your office space,” she says.

Remember, applying the Manhattan principle to your office will enrich your work routine by saving you time, frustration, and money.

*(Kathie England is a member of the National Association of Professional Organizers [NAPO], and works as a professional organizer, speaker, trainer, and organizing coach. She has organized executives, small business owners, and independent professionals. National Get Organized Month is sponsored by NAPO each January.)*

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