

## THE CLUTTER DISCLOSURE STATEMENT

*Many white collar occupations can be described as paper intensive. What impact is clutter having on your success? Regardless of whether you are working out of a home office, your car, briefcase or cubicle at work, consider the following statements and circle yes or no:*

### **A) CASE LOAD**

1. Do you feel overwhelmed by a backlog of paperwork? Y / N
2. Do you worry about unfinished paperwork when you are not working? Y / N
3. Do you ever find paperwork that you have forgotten about and it is too late to do anything with? Y / N
4. Do you waste time searching for missing files or phone messages? Y / N
5. Do you procrastinate on certain items and spend time on lower pay-off items? Y / N
6. Do you miss out on opportunities because of your disorganization? Y / N
7. Do you shuffle paperwork and handle it several times before finally deciding what to do with it? Y / N

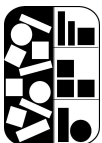
### **B) FILING SYSTEM**

8. I have a huge stack of reading material that I never seem to get around to. Y / N
9. I often go to meetings unprepared because I have not been able to locate background materials. Y / N
10. On average, I spend more than 15 minutes a day trying to locate documents from my desktop and filing system. Y / N
11. My filing system contains documents that I rarely refer to and could be archived or shredded. Y / N
12. I have not cleared out my filing system in the past year or more. Y / N
13. If I was away from the office my colleagues would have great difficulty trying to locate information. Y / N

**SCORING** Give yourself one point for each “yes” answer.

- 9-13 RED ALERT! You have a clutter crisis on your hands! Take control or get help.  
5-8 Look out! Clutter is probably starting to put a permanent crease in your brow.  
3-4 Not bad. Identify bottle necks in your work flow and establish efficient work habits.  
1-2 Good work. You are applying principles of work organization.

Organized people save time and money and experience lower stress and frustration levels.  
Schedule a time to get organized and your professional and personal life will thrive.



*Alison Roberts is a Professional Organizer who has been helping people to dig their way out of clutter for the past 6 years. If you need help getting organized contact her at 339.3711 or check out [www.clearoutclutter.com](http://www.clearoutclutter.com)*

*transforming people's lives, one closet at a time.*