

# your office—a disaster area?

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Paul M. Bulloch

One key to good time management is well-organized work space—whether it be your desk or your whole office. In Talbot County, this was a real challenge.

Our office (14' x 14') is a typical Georgia courthouse room built in 1892 with 14-foot ceilings and an old fireplace. In this small space was housed five filing cabinets, a small storage cabinet, and three desks. We thought we needed three times this space to carry out an effective Extension program.

Our staff consists of two professionals, a secretary, and four paraprofessionals. Although the paraprofessionals worked from their homes, they came to the county office three times a week for reporting and training. More space was a necessity. We needed storage space for reports, bulletins, and supplies. Our office was a *disaster area*! Since there were no closets in our office, two storage cabinets sat outside our office door in the hallway. They were distracting. Boxes and files were shifted from one side of our office to the other. Supplies were left in the hallway and our office was a mess!

Because the Extension office had been in that same corner since 1915, everyone knew where we were. The location was great . . . but too small for our work load and staff.

At a time management seminar, I learned how to make our disaster disappear. The seminar suggested we look for alternative methods for storage. In our county, an old building across the street from the courthouse had been purchased. We received permission to use it. Files and records were sent *there after the building was renovated with paneling, lights, heating, and furniture.*

After all the boxes and supplies were removed, all the wall and floor space was again available. Space was also available for more bulletin racks, an additional bookcase, and an enlarged storage cabinet. More plaques and pictures were put on the walls. The office took on a new, more *efficient look. And, our newly painted office isn't a disaster area anymore.*

Storage facilities are available in your community, but you may have to search for them as we did. Storing materials is a part of your Extension duties, but you need space. This system worked for us. Our 14' x 14' space now looks like a large executive office. Why not explore new ways to improve your work space as a means of improving your time management?

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