

Radiant Organizing

[organizing solutions for everything under the sun]



Go Vertical!

By Sara Caputo, MA

Founder & Owner, Radiant Organizing

This is usually a phrase heard more in sports, rather than in the opening of a productivity article. Going Vertical is one of my favorite hot tips when it comes to desktop organization and creating more of a productive environment. The reason? It's easier to see your papers and files when they are flipped up, rather than lying in a pile. If you're sitting at your desk right now, take a look around and notice how many items are laying flat on your desk. Either in a pile or in a storage system, such as something like this...



I call these the “black hole of organizational tools”. What happens when papers are put into this contraption? Usually they are lost and have to be dug through over and over to find what you're looking for. This stacker works well for items such as paper sorting for printing (ie: colored paper, forms, envelopes), but for any kind of an operable system (ie: in, out, pending) it is not usually your best option.

Another reason to go vertical is because piles attract piles. It is so much easier to plop items down onto your desk if there is already a pile started, rather than clear space. When you go vertical, you are able to more easily figure out a system that will help in eliminating or cutting down on the piling up of papers and files so that you can find what it is that you are looking for.

To take this idea into action, try this...

1. Look at what you have on your desk and are currently using as your tools.
2. If you aren't finding what you need because items are stacked up, try a new tool to get your items flipped up, such as this...



or this...

Consider getting rid of any tools that are causing you wasted time in having to flip through bunches of paper to find that one item you are looking for.

Utilize your wall space and design a system around wall pockets, such as these...



Once you can see your items, it's much easier to find what you need when you need it versus wasting precious time hunting around through your piles.

About the Author

Sara Caputo, MA is a productivity and organizing consultant who has been streamlining environments and simplifying lives for years through consulting, coaching, and training. Sara is the owner of Radiant Organizing, a professional organizing & consulting company, based in Santa Barbara, California.

She is passionate and dedicated to helping people create more space in their lives for the things they love. Sara's commitment, intuition, and facilitative approach to organizing has helped numerous businesses and individuals pave their way towards living more productive and balanced lives. She believes that by creating more order in our lives and eliminating unnecessary chaos, we can participate more fully in all levels of life!