

Your Professional Stuff and Space

Did you know that a University of Texas study¹ found that people with messy offices are less efficient, less organized and less creative than people with clean offices? Even if that's not true for you, the study also found that people with messy offices are perceived to be inefficient and unimaginative!

As I answer this questionnaire, I am describing my:

- Home office
 Space at work

Rate the following according to this scale:

- 1 = Usually neat, clean and well organized
 2 = A bit cluttered, but I can usually find things pretty easily
 3 = Medium cluttered; could definitely use some help
 4 = Pretty messy; finding things is pretty difficult
 5 = In danger of being declared a federal disaster area

	1	2	3	4	5	N/A
Overall appearance of office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desk top	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other horizontal surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desk drawers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File drawers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bookcase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer desktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Briefcase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When it comes to putting away the stuff in my office:

- Everything has a place.
 Most things have a place.
 There's a fair amount that sits out because it doesn't have a place.
 There's a large amount that sits out because it doesn't have a place.

The main reason that things in my office don't have a place is because:

- I don't have enough space.
 I have enough space; I just never got around to assigning them a place.
 N/A; most things in my office have a place.



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How long would it take you to find:	Under 10 Seconds	Probably a Minute or Two	It Would Take a While	N/A
A stapler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your employment contract/documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A working blue or black pen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A red pen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A paper clip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A flash drive (aka thumb drive)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A sharp pencil (or mechanical one that's not empty)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A current paper or electronic memo you need to look at	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A pair of scissors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you use the top of your desk for storage (not counting a few frequently-used items like a pen/pencil holder, paperclip holder, etc.)?

- I haven't seen the top of my desk in years.
- Yes, a fair amount.
- A little.
- I don't store anything on the top of my desk.

What percentage of the top of your desk can you see when you walk into the office most mornings?

- 75-100%
- 50-75%
- 25-50%
- 0-25%

Overall, on a scale of 1-10 where

1 = "My professional stuff and space are completely under control," and
 10 = "My professional stuff and space are completely out of control,"

I would give myself a rating of:

What priority level would you give making changes to your professional stuff and space issues?

- High priority
- Medium Priority
- Low Priority