



## **Think You're Immune To The Stress Brought On By Disorganization? Think Again!**

The National Association of Professional Organizers (NAPO) – New England Chapter invites you to consider these facts:

### **At Home**

Getting rid of excess clutter would eliminate 40% of housework in the average home.

Realtors regard first impression improvements, such as de-cluttering closets, to be one of the smartest ways to spruce up your home before putting it on the market.

We don't use 80% of what we own.

Clutter, not lack of space, causes 80% of disorganization in homes.

The U.S. Department of Energy reports that 25% of people don't park either car in their two-car garage, and 32% park only one car in this same garage.

### **At the Office**

Piles, instead of files, are resorted to by 25% of workers.

Of managers surveyed, 49% feel they are often unable to handle the volumes of information received, 38% waste substantial time trying to locate information, and 47% say the collection of information distracts from their main job responsibilities.

An enterprise employing 1,000 knowledgeable workers wastes \$48,000 per week, or nearly \$2.5 million per year, due to an inability to locate and retrieve information.

U.S. based companies spend \$25 - \$35 billion processing (filing, storing, and retrieving) paper.

Almost 2 trillion pieces of paper are generated yearly in American offices.

Information overload is pointed to by 2/3 of business managers as the cause of tension with colleagues, loss of job satisfaction, and strained personal relationships.

Of the eight hours per week spent in paper document management, we spend one hour finding documents, one hour with difficulty in sharing documents, one hour distributing and storing, and five hours archiving and retrieving.

A survey of 2,600 U.S. executives found 48% admit to having a messy desk but claim to know where everything is. In contrast, 12% say that although their desk appears organized, they have no idea where to find anything.

*Sources for any of the above information are available upon request.*