



Angela A. Aldrich
A President

Space Management: It's Easier Than You Think

By Angela A. Aldrich

The idea of space management can conjure up images of interior designers, architects, or engineers with large, complex plans and even larger invoices. The reality is that space management, or to clarify from an organizational standpoint, space utilization, can be accomplished by anyone with an understanding of a few basic principals.

The art of space management is to maximize the area's capability, and have it work as a positive for you as homeowner or on site business. So many people say "I don't have enough room!" or "We need to relocate because our business is growing," and more often times than not, they have plenty of room.

Fundamentally it all begins with good spatial relations. You can't fit a circle inside a square, but if you break down the circle into smaller pieces, it becomes a matter of arranging and organizing. You need to quantify what you own

in relation to the size of the space you need to keep it in. This can be applied to a five-thousand square foot office or a two by five closet. The concept is the same; it is each situation that differs.

You have probably heard of "thinking outside the box." When it comes to space management, you must remember that typically, your space is a box with three dimensions. Whether it is a closet, a single room, or an office space, you have to think "inside the box," meaning that you must remember each space is more than just its floor space. Does your closet use all of its vertical space, or is there 2 feet near the floor that's not earning its keep? Do the fixtures, workstations, and shelving in your office take up floor space while wasting wall space that could be better utilized? Is there a configuration of items within your space that will maximize its utility instead of wasting its open spaces?

Most people do not think of using vertical space. Your walls are your room's best assets. Utilizing walls can be great for home storage. You can wall-mount hanging racks for newspapers or magazines. There is also a large variety of beautiful and functional free-mounting wall shelves that can help you store or display things off of surfaces in your home, while being decorative. They can also be the constant visual reminder of things you need for daily business operations. For example, many people in an office keep things on a bookcase. Free-mounting shelves give you the

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YOUR BUSINESS MIGHT NEED A3 IF.....

- You have a stack of papers on top of your filing cabinet that is taller than your filing cabinet.
- You spend an hour looking for something you need to work on for five minutes.

YOUR HOME MIGHT NEED A3 IF.....

- You have to remove 15 cookie trays and baking pans, some dinner plates and a few coffee mugs from the oven before turning it on.
- Your shoes are in a pile in the closet, and the challenge is to find one that belongs to the pair you want to wear, and then find the other one.

GUEST SPOTLIGHT

Great Service Leads to More Sales

by Matthew Best of Best Solutions

Have you ever come across someone so concerned with making a sale that their customer service was less than desirable? What was their focus? Was it on you, the customer, or them?

When our attention is on serving and fulfilling our customer's needs and wants, we are no longer concerned with making the sale. It is only then that we can truly know how we can best serve the customer. When we take this approach to our customer service, we create loyal customers who keep coming back for more.

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same amount of wall storage without taking up that precious floor space. Wall calendars, cork boards, or clear erase boards can be used anywhere in your home or office for appointments, reminders, or even employee activity to be displayed. Graphs, charts, progress reports, and other commonplace information workers need to clearly see can also be displayed at a central location on a wall instead of in a file cabinet where it has to be retrieved each time someone needs it. More times than not, information needed by one or more people in an office gets lost because someone doesn't return it to the filing cabinet or it is put back in the wrong place.

Keeping the floors and tabletop surfaces of your home or office clear gives the perception of open space. Piles of any kind not only inhibit movement within the room, but they inhibit your ability to know what you have and locate it when you need it. Many people have piles of paper, books, magazines, or even office supplies on their floor and figure it's acceptable to have them there because they are "handy"

or "easily accessible." At some point the piles get away from you and you end up on the floor rifling through papers. However, if you choose to get those piles off your floor, that will give you a chance to get rid of what you don't need and organize what you do need in your space effectively.

Look around at your office, your bedroom, your closets, your kitchen; are things crammed in? Can everything breathe? Can you see everything you have? If the answer is "NO," you are not effectively managing your space. Having a clean, well-defined area relieves stress and gives you a feeling of accomplishment. It also mentally prepares you to tackle any tasks you need to perform in that space. If you are focused on a task and you can visualize the entire process, what could be better than keeping focus while gathering everything you need for that task? Conversely, what is worse than the frustration of wasting time and energy searching for things, all the while losing the energy and focus that should be applied to the task at hand?

At A3 Organizational Consulting, we

understand the pitfalls of small spaces and the feeling of running out of room. Space management teaches you the best way to utilize even the smallest of areas to your advantage. We can customize floor plans using state-of-the-art Computer Assisted Drafting (CAD) technology giving you a clear, professional blueprint of any space in your home or office. A3 can create a comprehensive floor plan for your new office or simply give you a few options to layout a closet or other room in your home. Our expert CAD operator can tailor any plans to your spatial needs. A3 will stay with you from the concept and design through to finished product.

Once you are able to marry the space with its contents, you will discover what little time it takes to get items you need or want. When a space makes sense, it also makes extra time for the user. Efficient use of an area is contagious. If you know where everything is, and its location is designed around the way you use it, or why you need it, every task involving these items becomes more fluid, and dare I say, streamlined. ■

TIP OF THE MONTH

When numerous new e-mails appear in your window, first scan the names and titles to prioritize which are most important to read and delete all unsolicited/unknown senders' email or trash immediately.

CD'S FOR SALE

"ORGANIZATIONAL SOLUTIONS FOR YOUR HOME"

This upcoming 4-CD set narrates room-by-room to help you create the organized home you've always wanted! Orders are now being accepted, and a limited supply of this set will be available. To pre-order your copy, please send check or money order for \$50.00 (tax included) to the address below.

FROM MESS TO SUCCESS: 4 SIMPLE STEPS TO ORGANIZE YOUR SPACE

Start eliminating the stress related to disorganization, mess, clutter, or just plain confusion that results from multi-tasking. This CD will show you 4 simple steps you can take to use your space more effectively! To order your copy of "From Mess to Success," please send check or money order for \$10.00 (tax included) to the address below.

A3 Organizational Consulting
Angela A. Aldrich
P.O. Box 6473
Harrisburg, PA 17112

