Value of Clutter Removal and Organizing

- Removing clutter and organizing results in reduced risks such as slips, trips, falls, and fire.
- Allows for finding documents when you want them.
- Increases the amount of time available for higher priorities.
- Creates a higher probability of completing projects in a timely manner.
- Reduces risk of infestation by roaches, gnats, and ants.
- Reduces stress by encouraging more control over the work day and work space.
- Creates a more professional office appearance.

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