

IMPORTANCE OF BEING ORGANIZED

by:

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An office clerk is the one who handles filing and documentation on behalf of a department or team and makes sure that everyone can easily access the information they need. Also, the office clerk handles answering phone calls and messages from the company and making appointments to other employees to provide an efficient working environment in the company.

As an office clerk, it is important to be organized to become efficient. According to Indeed (2021), being organized reduces stress. Being stressed makes your work efficiency will decrease and it may cause health problems. Being organized makes a person focus on a project one at a time without any distraction and gives a smoother workflow and allows a person to work in the best condition.

Moreover, it also increases productivity and momentum while doing work. Having effective file management gives more time to complete work rather than wasting time searching in unorganized documents. Completing the task in a short time gives you momentum and provides motivation to a person also its co-workers become more productive.

According to Wolch (2019), being organized ensures being on time consistently. Always consider the deadline to not get too caught up in a task and lose track of time. Being efficient using the time before the deadline makes you become focused on the task and finish the task faster and efficiently.

Being an organized office clerk can cause a healthy environment around the company. It can reduce stress and anxiety and give a smoother workflow without any unnecessary distractions. It also provides an increase in productivity and finishes the work before the deadline. It also provides good communication around the work and gained momentum to have the motivation to complete the task, work, and projects.

References:

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