



# Office ORGANIZATION

According to a recent survey commissioned by the Post-it® Brand, office organization and access to helpful office supplies contributes to office workers' efficiency and productivity.

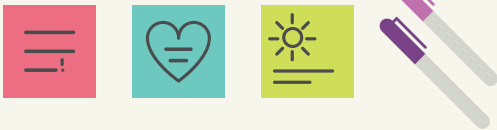
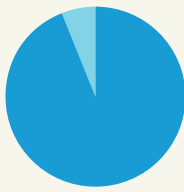
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## PRODUCTIVITY

**UNDERSUPPLIED EQUALS LESS PRODUCTIVITY:**

**94%**

of office workers feel they are less productive when they don't have all the supplies they need to work

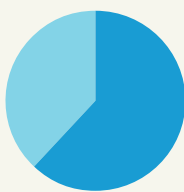


**SUPPLIES RULES:**

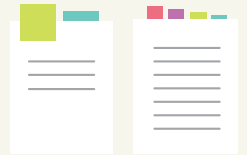
Keeping the office supply room stocked will help employees get the job done;

**62%**

of office workers with supply rooms haven't been able to do their job effectively because they didn't have access to the supplies they needed



## THE IMPORTANCE OF ORGANIZATION



**DISORGANIZATION CONUNDRUM:**

In today's offices, disorganization not only looks bad, it can lead to decreased morale and productivity;

**3 IN 4** office workers believe that a disorganized office is a sign of deeper problems at a company



**DISORGANIZED TO DISTRACTION:**

How distracting is a disorganized office?

**NEARLY 1 IN 3 (29%)**

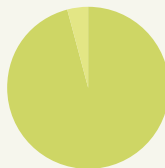
office workers find a disorganized office more harmful to office morale than office gossip



**SETTING THE EXAMPLE:**

Executives might want to tidy up their desks,

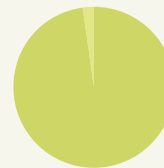
**96%** of office workers believe that organization is a sign of a better leader



**KEY TO SUCCESS:**

The benefits of organization aren't limited to the C-Suite,

**98%** of office workers would be more productive at their job if their office was more organized



## EMBRACING ANALOG

**PAPER VS. COMPUTER:**

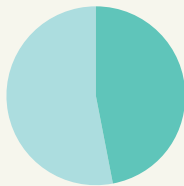


**62%**

of office workers prefer to manage their to-do list on a piece of paper rather than through a computer or digital device (38%)

**SUPPLY AND DEMAND:**

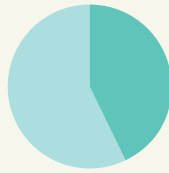
There can be stressful days in the office, but one way to combat the stress is having the supplies you need to be productive,



**47%**

of office workers feel overwhelmed without Post-it® Notes during the work day, followed by a daily planner (4.3%) and a professional notebook (30%)

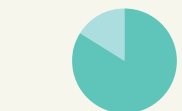
**STICK TO IT:**



Despite the rise of the digital office, the Post-it® Note is still a staple of office life; office workers, on average, use 30 Post-it® Notes per week, with more than

**43%**

using 25 or more



**84%**

of office workers feel they are more likely to remember a work task if it is written on a Post-it® Note rather than sent through a digital reminder

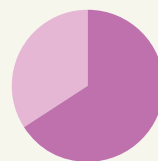
## WHAT WE'RE WILLING TO SACRIFICE:



**THE EARLY BIRD:**

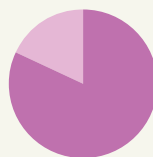
Office workers are aware of the importance of organization and many are willing to put in overtime,

**66%** stay late, come in early or on a weekend once a month or more to organize their workspace



**OVERTIME ORGANIZATION:**

For those who are willing to tidy up the office after hours, it's probably because they realize the importance of organization,



**82%** of those who get in early, stay late or come in on the weekends to organize their workspace believe a disorganized office is a sign that a company has deeper problems

\*The Post-it® Brand Office Organization survey was conducted by Wakefield Research (www.wakefieldresearch.com) among 1,000 full-time U.S. office workers, between June 17th and June 29th, 2015, using an email invitation and an online survey.