



Office Storage Solutions that Would Store Records Securely



When you are the big boss of the office you got to stay responsible for storing things properly and in the right place. When your office becomes a mess your parents won't be much happy about it as this proves that your basics are not right. In fact, it is always good to do your day's cleaning and storing job regularly or else the person in charge like me would be throttled on a daily basis for not getting the right things at the right point of time. After all the middle of the table and the floor cannot be the ideal **office storage solutions** of the age. If you are in a hurry, why the floor and the table would be punished for it? They are not there to take a share of your untidy habits.

The Basics of Office Storage Solutions

As the in charge of an office premise I have learnt through the years that both in case of self storage and commercial storage you need to pay attention to certain things.

Having Zippered Plastic Storage Provisions

Did you have a party last night in the office premise? Were there kids in your party? If not then why the pizzas are lying all around and making the area both smelly and messy. Just put the

waste paper basket in place or you can also have those hanging zippered plastic bags where you can put both wanted and unwanted files and documents when you can't think of other places to store the items. At times you may hold a bunch of paper not knowing which is essential and which should go straight to the bin. Thus, you can put them in the zippered bag to be sorted out later on.

Decent Baskets and Trays

No problem if you are disorganized. Still you can manage things if you have the right equipments in store. If you really want to manage space on your desk then make sure to put some items inside the basket. After all an extra occupied working desk won't prove that you are more than busy. You can simply arrange for a cluttered in-box by reshaping a copper cake pan. This makes the storing item look neat and decent and this is even sure to go well with the rest of the décor. Once you have finished reading the papers and the magazines they do not become useless. You can put them inside a wicker's basket and this definitely is going to add to the overall décor of the room.

Pocket Shoe Organizers Kept Over the Door

This is a cool process when you have doors inside the office and in case there are no doors then you can easily make use of the back of a closet system. These are pockets where you can store innumerable office supplies. These are not quite big pockets and thus they won't be able to hold too much at a time. It would be best if you have see through pockets. In this case you would be able to keep track of things better. This is a good opportunity for you to store stuffs like back-up staples, paper clips, or rubber bands. This is also the place to store things such as USB drives, extra batteries, pens, business cards and unused cables which can become handy at times.

Storage Bins

You can spend on clear storage bins as well. These are wonderfully designed bins and when you put things inside you can hardly see what the items are. It is always preferable to have bins with lids. Or else the germ spreads making the environment nasty and polluted. At times you may not be able to find the bins at the right places in such circumstances you can label the item well. Thus, the bin becomes like a child with an identity card.

A Scanner Will Do

Can you imagine a scanner becoming a storage solution? If you scan the necessary papers and then store them, you will have less of scraps at the place. For this you need to make use of a good back up mechanism. This will help in keeping records of what you need and what you should get rid of. Storing things online is the best thing to do. Scan your important documents and then put them inside the system. This is the best way you can lock your crucial files. This won't let you have missing records and files.

Self storage is fairly a good option at the office place. When you are putting things yourself you know what you have kept and where. Thus, once you know the location you can look for the item when you need it the second time. In this case you won't have the whole office running after your credentials. In the process your secretary's job won't be at stake. This calls for a good office organizing sense and if you can really be skilled at this you are sure to have everything at place. Remember, being organized at the office place also exhibits your closeness to the profession.

If you have an office at home you tend to be messier at times. You won't have clients and bosses coming to your home and thus you do not feel like cleaning the office every day. Thus, it is always better to do a little less work every day and hoard some energy for the cleaning. Be a bit more serious. Cleaning up your office is surely not like sitting with your messy and disorganized cupboard one fine morning. If you know how to keep the place clean on a regular basis then you are sure to do a better job each day. Clean and tidy office space both within and outside the home encourages you to work better. A dingy and unclean office makes you that lazy boss or underperformed employee.

Thus, once you are well aware of all the necessary **office storage solutions** you can take all essential steps and keep the area clean and aromatic. It is also good to keep scented flowers in your office premise. An infusion of nature's strength can energize the area in the best possible way.

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