



3 steps to decluttering your organisation

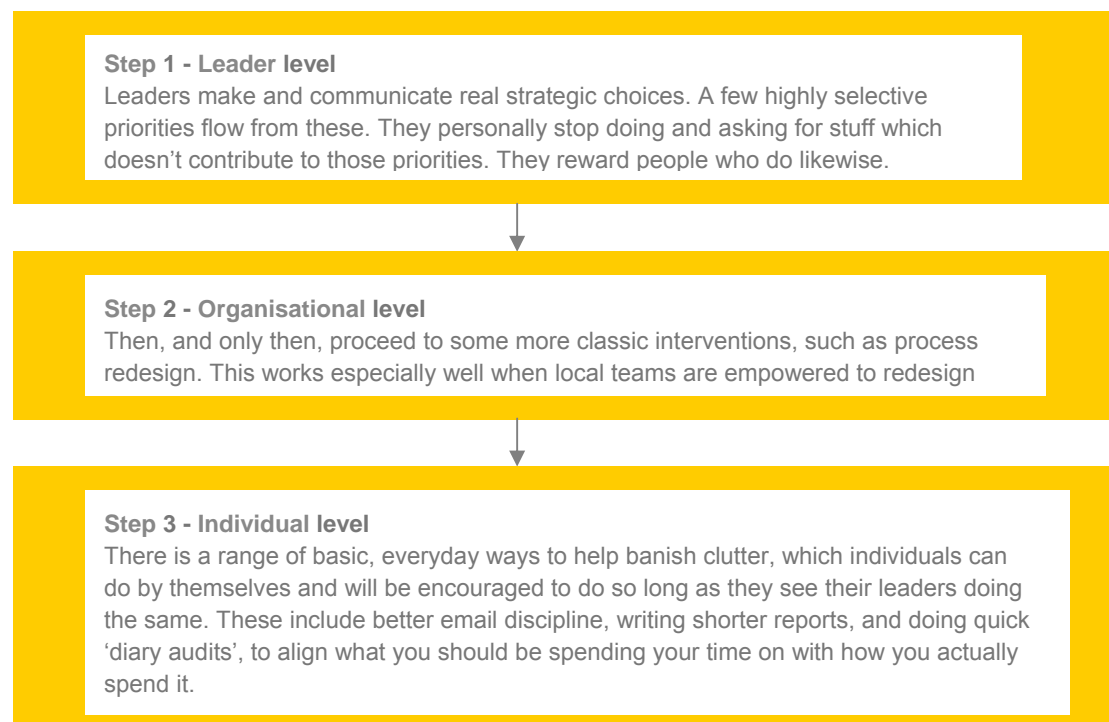
What is clutter culture?

You might recognise clutter from some of the things you hear around your office:

- 'I went out for lunch and when I got back I had twenty five new emails'
- That meeting was totally pointless; I don't see why I had to be there'
- 'The delay's due to the fact that it hasn't been signed off yet'
- 'I go to meetings all day and do my job in the intervals'
- 'What happened to that project we were doing last year?'
- 'Let's pass it on to the sub-committee for further development'

Sound familiar? The uncomfortable truth is that in large organisations huge amounts of people's time is consumed doing things which add no value. This is expensive: it means lower productivity, things take longer to get done, it obscures the pathway to the future and it drains people's energy.

How do I declutter my organisation?



In summary

Clutter is an organisational blight that reduces the yield of strategic activity, and saps organisational energy

- √ it lurks in the everyday activities and behaviours of organisations, so it's easily overlooked
- √ many of the causes of clutter are connected to modern ways of doing business
- √ the way to tackle clutter is by subtracting, not by adding another project
- √ leaders can provide the necessary focus and discipline to reduce volume and complexity.