



ORGANIZING MY WORKSPACE

People criticize my messy desk. It's quite a joke with the office. I don't feel that I am bullied, and I haven't been lectured by management or experienced any adverse actions. Am I a bad manager because my desk is messy and looks completely disorganized?



Your honesty and openness to review your own patterns and habits is admirable. The effects of a disheveled desk on productivity and the work climate are what would concern your management. Either these issues aren't a problem, or your manager has not been willing to confront you about them yet. Your concerns may well be legitimate. Being disorganized is a trait commonly observed in ineffectual managers. At the very least, it does not demonstrate good role modeling. Ask yourself: do you forget details, lose things, show up to meeting with missing documents, or miss meetings altogether?

If so, a messy desk may be a symptom of a larger problem. Your questions indicate you can make very good use of your EAP! Meet with the EAP to discuss the disorganization. This may lead to insights as to causes and what you can do about it. The teasing and reactions you receive from others may bother you more than you are willing to admit. If so, you may find motivation at the EAP to make changes. Be candid and open about some of the skills you suspect you could or should acquire. There is a good chance your questioning will diminish and your confidence will - grow starting with some baby steps toward a more organized workspace.

Leadership Orientation Training - Session B

Tuesday Nov. 1, 2022
1:00 pm – 3:30 pm
Virtual

CONTACT US TODAY:

Please contact our office by calling 800-779-6125 or e-mailing (info@connectionseap.com) for more information or register online:

www.connectionseap.com

ATTENTION: SUPERVISORS, MANAGERS, ADMINISTRATORS:

Session A: "Leadership Orientation to the EAP", is always available on the website. Please check your wallet cards or contact your HR department for your username and password.

Website Information – Webinars are available in the Work/Life Services site. Log in on Connections website go to Employee or Leadership Resources tab to access webinars, continue to scroll down on the Work/Life Services opening page. (All webinars are archived for later viewing.)

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