The Cost of Lost Productivity, poor Time Management, Inability to Prioritize, and Procrastination

- The average office employee spends 1.5 hours a day (6 weeks per year) looking for things.
- The typical manager wastes 150 hours a year (almost an entire month), searching for lost information. For someone earning $50,000 a year, this loss is equivalent to $3,842 annually. *Forbes ASAP*
- 80 % of the papers we file, we never refer to again. *The Small Business Administration*
- The use of office paper has tripled since the birth of the computer. *Organized World*
- Typical US workers are interrupted by communications technology every 2 minutes.
- The average executive wastes six weeks annually searching for important documents lost in among the clutter. *Wall Street Journal*
- Executives commonly pick up a single piece of paper from their desk 30-40 times before acting on it. *Michael F. Woolery, Seize the Day*
- US employees waste more than two hours a week finding, sharing and storing documents. *com*
- A full four-drawer file cabinet holds 18,000 pages. *NAPO*
- It costs about $25,000 to fill a four drawer filing cabinet and over $2,100 per year to maintain it. *Gartner Group, Coopers & Lybrand, Ernst & Young*
- Time spent mishandling paperwork detracts from a company's ability to service customers, increase sales, and improve the bottom line. *Small Business Administration*
- Corporations don't understand the value of efficient document management or the cost of bad document management. *Thornton May, author of Imaging World*
- The average office spends $20 in labor to file each document, $120 in labor searching for each misfiled document, loses one out of every 20 documents and spends 25 hours recreating each lost document. *PricewaterhouseCoopers*
- 65% of those surveyed, describe themselves as "very" or "insanely" busy. *Day Runner*
- Perfectionism costs 50% or more of the total effort required, to squeeze out the last 10% or so of quality. *Jeff Olson, The Agile Manager's Guide to Getting Organized*
- Using the correct organizational tools can improve time management by 38%. *Mobile Technology Product*
- Multi-tasking decreases productivity by 20-40% more than those who focus on one project at a time. The time lost switching among tasks increases the complexity of the those tasks. *University of Michigan*
- Sales reps surveyed were most productive when they assigned themselves only three tasks per day and had a great sense of accomplishment when they completed those tasks. *Accountemps*
- Office workers waste an average of 40% of their workday, not because they aren't smart, but because they were never taught organizing skills to cope with the increasing workloads and demands. *Wall Street Journal Report*
- 43% of the Americans surveyed described themselves as disorganized and 21% have missed crucial work deadlines. Nearly half say disorganization causes them to work late at least two to three times a week. *David Lewis's survey of 2,544 office workers in United States and Europe for Esselte Corporation*
- 27 % of workers polled said they feel disorganized at work and of those, 91 % said they would be more effective and efficient if their workspace was better organized. 28 % said they would save over an hour per day and 27 % said they would save 31 to 60 minutes each day. *NAPO*
- An enterprise employing 1,000 knowledge workers wastes $48,000 per week, or nearly $2.5M per year, due to an inability to locate and retrieve information. *NAPO*
- 96% of office workers are frustrated by their company's information management. *Harte-Hanks*
- Employees spend roughly 25% to 35% of their time looking for the information they need to do their jobs. *Document Magazine*

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