

Statistic "The Quote"	Residential, Business or Both	Publication, Date	Year	Author
Americans are averaging only two to two and a half weeks of vacation, while Europeans take five.	Both	Just Enough by Laura Nash & Howard Stevenson, Wiley, 2004	2004	
80% of what we keep we never use	Both	Agency Sales Magazine, 4/1/03	2003	Barbara Hemphill
More than one out of four Americans remarked that they would like to be better organized.	Both		2003	
People who multitask are less efficient than those who focus on one project at a time. Time lost switching among tasks increases with the complexity of the tasks.	Both	Star-Telegram.com 3/1/03	2003	
The Centers for Disease Control and Prevention state unequivocally that 80% of our medical expenditures are now stress related.	Both	Fast company magazine, 2/03, pg. 88	2003	
Invariably, more than 90% declare an overwhelming sense of "time-poverty"--part of an epidemic of anxiety and pressure in our society.	Both	Psychology Today, Nov/Dec93, Vol. 26 Issue 6	1993	Stephen Rechtschaffen, M.D.
23% of adults say they pay bills late (& thus incur fees) because they lose them	Both	Harris Interactive		
28% of message users say they feel more pressure to respond quickly to messages than they did 5 years ago	Both	Casio Phonemate Survey		
47% of users now take their laptops on vacation...and 27% check their email	Both	America Online		
Email: More than 30% have checked email while on vacation	Both	Casio Phonemate Survey		
48% of American executives admit to having a messy desk but claim to know where everything is. In contrast, 12% say that although their desk appears organized, they have no idea where to find anything.	Business	FastCompany Magazine, 8/04, 9/04	2004	

Executives waste six weeks per year searching for lost documents.	Business	FastCompany Magazine, 8/04	2004	
85% of the information that businesses need to operate does not fall into structured formats of automated spreadsheets or databases. Instead, it exists in a wide range of unstructured content such as email, graphics or video. With so much diverse information, employees spend roughly 25% to 35% of their time looking for the information they need to do their jobs. This disadvantage is only likely to increase since experts predict that over the next three years businesses will create more information than has been created in all of history.	Business	Document Magazine, October 2003	2003	
Of the total 8 hours wasted per week in paper document management, we spend 1 hour finding documents, 1 hour with difficulty in sharing documents, 1 hour in distribution/storage and .5 hours in archiving and retrieval	Business	Imagetag's website, 2003	2003	
The average worker sends and receives over 190 messages each day	Business	Balance Magazine, Summer 2003	2003	Fifi Ball and Sally Brickell
In 1982 there were about two dozen document shredding companies compared to between 500 and 600 in 2002.	Business	St. Petersburg Times, 2/1/02	2002	
UPS and GM have implemented clean desk policies	Business	Wall Street Journal, 5/29/02	2002	
68% of US executive polled from 1000 largest companies said they are working more hours today than five years ago. 27% report they log significantly more hours	Business	Office Pro, 2/2001	2001	

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	Business	IDC report, August, 2001	2001	
logear did a study of 138 business people - 73% said their impressions of colleagues were influenced by the way their desks are organized. Nearly 70% believed that workers with messy desks were perceived as less career-driven than their fastidious counterparts.	Business	Arizona Republic, 6/31/01	2001	
The average office space per person dropped from 410 sq. feet per employee in 1997 to 355 square feet in 2001. That includes common spaces like lobbies, kitchens, copy room and reception areas as well as workers squeezed into tiny cubicles of 40 square feet and less.	Business	International Facility Management Association	2001	
Tucson medical center used a product called KwikTag. Culled through 262 linear feet of filing space and transferred to electronic files reducing it to 40 linear feet. Took 8 months to scan the 800,000 documents	Business	Smartbusinessmag.com, 7/2001	2001	
Workers productivity decreases by 20% to 40% every time they multitask or "task switching"	Business	University of Michigan, 2001	2001	
Only 56% of executives say the amount of paperwork in their office has decreased due to technological advances. 44% believe paper flow has either increased or staying the same	Business	Office Pro, 7/1999	1999	
Between 1969 and 1987, American workers added 163 hours, or an extra month to their working year	Business	Harvard Economist, 1996	1996	Julie Schor

The document for a Boeing 747 weighs more than the plane itself	Business	Office Systems magazine, March 1995	1995	Jay Davidson
It costs \$120 in labor to track down a misplaced document or \$250 in labor to recreate it	Business	North Carolina's Brunswick Beacon, 10/1994	1994	
“Unfortunately, people often don’t realize how fiscally-damaging disorganization can be,” said Sharon Mann, an organizational expert at Esselte. “A cluttered workplace is not only aesthetically unappealing – it also is an element that usurps company time and money. On any given day, American workers spend nine million hours collectively searching for misplaced information According to a recent Esselte study, which in turn costs companies billions of dollars each year.”	Business			
100,000 The number of deaths each year caused by information errors or a lack of data.	Business	The Institute of Medicine		
2/3rds of business managers surveyed reported tension with colleagues, loss of job satisfaction and strained personal relationships as a result of information overload	Business	Data Smog, Pg. 31		David Shenk
400 Number of hours per year the average employee spends searching for paper documents.	Business	Datapro/Gartner Group		
95% Percentage of information that is on paper. It is estimated that the average worker prints out 45 sheets of paper per day.	Business	IDC		

A weekly edition of the New York Times contains more information than the average person was likely to come across in a lifetime during the 17th Century England

Business

Information Anxiety

Saul Wurman

Disorganization costs businesses valuable time and money. According to a recent study, the average U.S. executive wastes six weeks annually searching for important documents lost in clutter According to a recent Esselte study. In fact, for an employee who earns \$60,000, that time lost costs the company a staggering \$6,290.

Business

Wall Street Journal

Everybody needs creative time. It takes a person 20-30 minutes to transition into deep, critical and creative thought. The average American worker is interrupted 8 times an hour. Not only do they struggle to get into their creative zone, they lose productivity because they are repeating steps to retraced where they left off

Business

Jim Miller, GM, Extended Workplace Solutions for U.S. West

Jim Miller

Input Management Industry Statistics

An average organization:

Makes 19 copies of each document.

Spends \$20 in labor to file each document.

Spends \$120 in labor searching for each misfiled document.

Business

PricewaterhouseCoopers

Loses one out of every 20 documents.

Spends 25 hours recreating each lost document.

It costs about \$25,000 to fill a four drawer filing cabinet and over \$2,100 a year to maintain it

Business

Gartner Group, Coopers & Lybrand, Ernst & Young

On average, we experience one interruption every 8 minutes or approximately 6-7 per hour. In an 8-hour day, that totals around 50-60 interruptions in the day. The average interruption takes approximately 5 minutes. (Some may take several hours or days; others may only take a few seconds.) If you are receiving 50 interruptions in the day and each takes 5 minutes, that totals 250 minutes, or just over 4 hours out of 8, or about 50% of the workday.

Business

Dr. Donald E. Wetmore-
Professional
Speaker

Sales reps surveyed were most productive when they assigned themselves only three tasks per day. It gave them a greater sense of accomplishment when they were able to cross off those tasks.

Business

Accountemps

The average employee today has about 37 hours of unfinished work on his or her desk at any one time

Business

Marlene Caroselli, Empower Yourself

Marlene
Caroselli

The average U.S. executive wastes six weeks per year searching for missing information in messy desks and files. (That translates into one hour per day.)

Business

The Wall Street Journal

The cost of a minute. If you earn \$50,000/year, it's about fifty cents. Waiting ten minutes for someone costs \$5.00. If ten people at a meeting are waiting ten minutes for someone, that's \$50.

Business

Harold Taylor

Harold Taylor

The information supply available to use doubles every 5 years

Business

Information Anxiety

Saul Wurman

When making small changes, don't overlook the multiplication factor... 5 minutes shaved off weekly meetings of 10 people earning \$30 per hour would amount to a savings of \$6,2590/year

Business

Harold Taylor

Harold Taylor

26% or one in four American households pays bills online each month. Adoption of internet bill payments rose 26% in 2003 and 19% the year before.

More than 90 percent of Americans are planning on organizing some part of their life in 2004. Some survey results:

- 81 percent of participants plan to spring clean this year.

- 74 percent of participants spring clean because they are tired of clutter.

- 39 percent of participants plan to organize their closet first.

- 62.8 percent plan to get rid of their outdated wardrobe next.

- 58 percent of participants said photos of their children are the one thing that they would never get rid of.

We wear 20 per cent of the clothes we own 80 per cent of the time. The rest hangs there, just in case.

50 percent of homeowners rate the garage as the most disorganized place in the house and a place the entire family uses regularly.

Residential

Document Magazine, 8/2004

2004

Residential

Chicago Tribune, 4/13/04

2004

Byline: Redeye

Residential

Calgary Herald (Alberta, Canada), 1/18/04

2004

Karen Gram

Residential

2003

Leist cited a study completed in April 2003 by Harris Interactive that showed that out of 1011 individuals questioned, 38% indicated that the garage was the messiest room in their home.	Residential	EliminateChaos.com, 2003	2003	Leist
IKEA did a survey of customers in which 31% reported they were more satisfied after clearing out their closets than they were after sex.	Residential	New York Times, 3/01	2001	
Email is increasing print volumes by 40% 75% of respondents from a survey commissioned by Pitney Bowes preferred regular mail for receiving new-product announcements from the companies with which they already do business. 70% preferred regular mail for unsolicited information on products and services from other companies.	Both	Document Magazine, 2/05	2005	
	Both	Pitney Bowes Survey, 6/7/04	2004	Tim Bates
A national poll found that 96% of employees want more flexibility and control over their time and that 73% are willing to curtail their careers in favor of more family time	Both	Fast Company magazine, January 2004	2004	
According to a study conducted by a Boston marketing firm, the average American burns 55 minutes a day - roughly 12 weeks a year - looking for things they know they own but can't find.	Both	Newsweek, 6/7/04	2004	
Did you know...80 per cent of what we file never gets looked at again!"	Both	The Leader-Post (Regina, Saskatchewan) 3/13/04	2004	Irene Seiberling
Americans waste more than nine million hours each day looking for lost and misplaced articles.	Both	Ottawa Citizen, 1/04/03	2003	Shelley Page

According to a press release from January 2000, booksinprint.com 2000 includes 3.2 million titles - about 26 TB total. This figure is supported by online booksellers such as Amazon.com and Barnes&Noble.com who claim to offer access to 3 to 4 million titles. The process of switching back immediately to a task you've performed takes longer than switching back after a bit more time has passed. The brain has to overcome 'inhibitions' it imposed on itself to stop doing the task in the first place.

If all of the writing paper and newsprint produced each year were used to store printed information, this would be equivalent to about 980,000 terabytes worldwide.

Globally, paper and paperboard production capacity is forecast to grow from 333.6 million metric tons in 1998 to 348.1 million metric tons in 2001, an increase of 14.5 million metric tons (about 4%) over those three years.

Both	U.S. Industry and Trade Outlook, 2002	2002
Both	National Institute of Mental Health in Fall 2002	2002
Both	U.S. Industry and Trade Outlook, 2001	2001
Both	U.S. Industry and Trade Outlook, 2000	2000

In 2000 the World Wide Web consisted of about 21 terabytes of static HTML pages, and is growing at a rate of 100% per year. Many Web pages are generated on-the-fly from data in databases, so the total size of the "deep Web" is considerably larger.

Although the social impact of the Web has been phenomenal, about 500 times as much email is being produced per year as the stock of Web pages. It appears that about 610 billion emails are sent per year, compared to 2.1 billion static Web pages. Even the yearly flow of Usenet news is more than 3 times the stock of Web pages. As Odlyzko (2000) puts it, "communication, not content, is the killer app."

The number of titles within most print media forms have increased each year worldwide - between 2 and 10%. Within the US, the number of book titles increased every year until 1996, when there was a 5% downturn. The US produces about 30% of the world's paper and paperboard output (*Source: US Industry & Trade Outlook 2000*). In 1999, the US produced 23.8 million metric tons of printing and writing paper and 6.4 million metric tons of newsprint. In bytes, this translates to 142,800 TB for printing and writing paper and 76,800 TB for newsprint.

According to the American Forest and Paper Association, US capacity to produce paper will increase by an average of only 0.7% annually over the next three years (2000-2002).

Both		2000
Both	U.S. Industry and Trade Outlook, 2000	2000
Both	U.S. Industry and Trade Outlook, 2000	2000
Both		1999

It often takes 50% or more of the total effort to squeeze out the last 10% or so of quality or whatever it is perfectionists want out of a situation. Not a good investment of time	Both	Jeff Olson, "The Agile Manager's Guide to Getting Organized", 1997	1997	Jeff Olson
Paper use is growing six to eight percent each year. The number of pages printed between 1995 and 2005 will more than double.	Both	Xplor International	1995	
Stress management programs, products, and services totaled \$9.4 billion in 1995, with an estimated 22 percent annual growth.	Both	Research Alert	1995	
3 in 10 users feel anxious that an important message may be waiting for them when they can't check messages	Both	Casio Phonemate Survey		
37% of message users sometimes prefer leaving a message to speaking to the person they are calling directly	Both	Casio Phonemate Survey		
40% of people if had more time would spend it with family	Both	Day Runner Survey		
42% of adults report that too often they feel that 'life is a treadmill and I can't get off'	Both	Franklin Covey		
59% of all Americans say they are too busy	Both	Wall Street Journal		
60% of Americans feel they do not have enough time to get everything done.	Both	Vital Stats		
65% of people described themselves as 'very' or 'insanely' busy	Both	Day Runner Survey		
80% of papers that are filed are never referenced again. Rent of the space the file cabinets occupy, the filed cabinets themselves, and filing supplies all cost money.	Both	SBA		
A planned call takes 7 minutes, unplanned takes 12 minutes	Both			
Americans waste 9,000,000 hours per day searching for misplaced items.	Both	MyOrganizedLife.com		

Asked subjects to listen to sentences while comparing two rotating objects. Even though these activities engage two different parts of the brain, the resources available for processing visual input dropped 29% if the subject was trying to listen at the same time. The brain activation for listening dropped 53% if the person was trying to process visual input at the same time.	Both	Marcel Just, Carnegie Mellon University study	
Be specific about what you want...write it down.	Both	Steven Young, Time Management consultant	Steven Young, Time Management consultant
Constant barrage of short, dumb messages has left people starving for real context and meaning.	Both	Ken Christian, psychologist	Ken Christian, psychologist
Four in 10 message users check their work messages when they're not working	Both	Casio Phonemate Survey	
If you make dozens of call each day and save 5 minutes on each call, you have just redeemed a full hour to use on something else	Both	Harold Taylor	Harold Taylor
Managing two mental tasks at once reduces the brainpower available for either task	Both	Journal NeuroImage	
Outlines what we pay attention to into six types: Attraction : victory , supermodel; Overion: car wrecks, homicides; Captive: movies, bad weather; Voluntary: hobbies, print advertising; Front-of-mind: a discussion, task at hand; Back-of-mind: to-do list, commuting	Both	"The Attention Economy"	
PLANNING: Pre Determine, Long range, Action, Now	Both	Harold Taylor	Harold Taylor

Spam accounts for 20% of all email traffic. The unwanted messages create integrity issues for IT staff, reduce business productivity and threaten network integrity

Both

The National Office for Information Economy (NOIE)

The damage caused to your time management by any given interruption is always twice as long as the actual duration of the interruption itself

Both

Ted Johns, Perfect Time Management

Ted Johns

The world's total production of information amounts to about 250 megabytes for each man, woman, and child on earth.

Both

Tips for a productive meeting: Make sure everyone prepares in advance; Encourage constructive criticism only; Enlist the participation of the quieter members; Time each item and stick to the schedule as closely as possible; Inject team spirit, not competitiveness; Never allow people to wander off topic; Give everyone a summary of the action they have to take as a results of the meeting; Schedule the next meeting while everyone is there; Generally speaking, the longer the meeting, the less effective. Keep participants between 4-7 for effective decision making

Both

Harold Taylor

Harold Taylor

...an estimated 45 sheets of paper for every worker. 95% of all information is on paper.

Business

Document Magazine, 2/04

2004

A study by the American Marketing Association finds 79% of 1300 hiring managers and executive recruiters nationwide believe that "applicants who belong to professional organizations are higher quality candidates. Those who belong to such groups tend to have more experience and higher education.

Business

Atlanta Journal Constitution: Sunday Jobs Section, 11/21/04

2004

According to a survey carried out by International Communications Research in Pennsylvania, organizations lose 8 weeks per year of employee time due to poor communication, which can, and does, lead to conflict.	Business	Peggy L. McNamara's Monthly Newsletter, 8/04	2004
By 2006 80% of enterprises will have implemented an email response management system.	Business	Document Magazine, 8/2004	2004
Corporations in America spend 3% of their annual revenue on office printing. Organizations must therefore work for the first eight days of every year to pay for this expense	Business	Document Magazine, 2/04	2004
In addition, last month's eTips reader poll indicates that increasing results with fewer resources is one of the most critical challenges you are facing in 2004.	Business	1/19/04 etips	2004
Qualify, Commitment is key, round up resources	Business	1/19/04 etips	2004
Technologies that changed the business world:" 1939 ATM 1950 Credit card 1952 Barcode 1978 The spreadsheet program	Business	Document Magazine, 8/2004	2004
These reports simply validate what salespeople around the world are already experiencing.	Business	1/19/04 etips	2004

A proposed labor agreement between Chrysler and the UAW levies stricter penalties on employees who are excessively absent, according to Automotive News. Both the unions and Chrysler seem happy about the provisions, which are aimed at getting absenteeism closer to Japan's 2 to 4 percent rate of sudden no-shows. Absenteeism is often defined as last-minute illnesses and other absences, as opposed to normal vacation days or planned leave such as for pregnancies. The rate of unscheduled absenteeism fell to an all-time low of 1.9 percent last year, according to CCH. Absenteeism costs employers about \$645 per employee annually.

Business

Workforce.com 10/28/03

2003

According to the 2003 Sales Effectiveness Study, over 60% of sales organizations are being pushed to increase results with reduced budgets and fewer salespeople compared to last year.

Business

Miller Heiman

2003

the average executive wastes 150 hours each year looking for lost or misplaced documents.

Business

Ottawa Citizen, 1/04/03

2003

Shelley Page

\$2.8 billion in archiving solutions will be bought this year; by 2003 that number will soar to \$6.5 billion

Business

Smartbusinessmag.com, 7/2001

2001

A company uses 8.8 million more sheets of paper for every \$100 million its sales increase

Business

Smartbusinessmag.com, 7/2001

2001

Data storage grows 80% annually
Hard copy output costs from 1% to 3% of a company's total revenue

Business

Smartbusinessmag.com, 7/2001

2001

Business

Smartbusinessmag.com, 7/2001

2001

Hard copy output costs from 1% to 3% of a company's total revenue. That means a \$1 billion company spends \$10 to \$30 million a year on printing.	Business	Smartbusinessmag.com, 7/2001	2001	
It's 10%-15% easier to access a digital archive than a paper one	Business	Smartbusinessmag.com, 7/2001	2001	Kemal Carr, Sr. Analyst
Printing related help desk calls make up 10 to 50% of the user traffic that crosses IT manager's desk	Business	Smartbusinessmag.com, 7/2001	2001	
The average executive spends 108 minutes daily reading and sending email messages	Business	Denver Biz Journal, 1/01	2001	
U.S. employees waste more than two hours a week finding, sharing and storing documents	Business	Smartbusinessmag.com, 7/2001	2001	
Executives waste 7.8 hours each week in meetings	Business	Office Pro, Nov/Dec/2000	2000	
Office paper consumption:US 1995: 24.4 million tons; 2000: 27.3 million tons; A 12% increase, while PC use at work increased 5% ; Increase attributed to print out emails and attachments	Business	Time Magazine, 12/16 issue	2000	
According to a study done by Xerox, there will be 50% more paper in offices in 2005 than there was in 1995	Business	Office Systems, 2/99 issue	1999	
Average number of messages received in a day by the typical U.S. office worker: Phone Calls 52; Email 36; Voicemail 23; Postal Mail 18; Interoffice mail 18; Fax 14; Post It 13; Pager 8; Cell Phone 4; Express mail 3	Business	American Demographics, 9/99	1999	
Nearly 75% of executives believe email will be the leading form of business communication for employees	Business	Office Pro, 9/99	1999	

The number of daily messages an American worker sends and receives in one workday is 201 (an average of 52 calls and 36 emails help to make up that number - and that was 5 years ago!) Also from that report, 45% of US workers say they are interrupted at least once every 10 minutes, or six times an hour.

Business

Arizona Republic, 10/3/99

1999

Job stress is estimated to cost U.S. industry between \$200 and \$300 BILLION annually

Business

Data communications, 2/98

1998

75-90% of all visits to physicians are stress related

Business

NMHA, 1997

1997

Sales reps spend their time in 5 different areas: Administration 15%; Travel 18%; Service Calls 11%; Phone Calls 11%; Face to face selling 31%

Business

Independent survey, 1996

1996

Almost everyone feels his or her office could be better organized, paperwork better managed and processes more efficient and streamlined. But few are cognizant of the specific costs of disorganization. Consider that the Wall Street Journal reports the average US executive loses 6 weeks per year retrieving misplaced information from messy desks and files. The cost in salary and lost productivity is enormous

Business

NAPO news, 1995

1995

Are 18,000 sheets enough? Your four-drawer file cabinet, when full, holds 18,000 pages

Business

Office Systems magazine, March 1995

1995

Jay Davidson

Paper consumption, per person, is twice as high in the US as in Britain or Japan, 9 times more than Russia and 23 times more than China. Consider these facts:

Business

Office Systems magazine, March 1995

1995

Jay Davidson

45 new sheets of paper are generated each day for each office

Business

North Carolina's Brunswick Beacon, 10/1994

1994

Almost 2 trillion pieces of paper are generated yearly in American offices	Business	North Carolina's Brunswick Beacon, 10/1994	1994
Record keeping constitutes more than 90% of all office activity	Business	North Carolina's Brunswick Beacon, 10/1994	1994
#1 complaint...The Office is too cold	Business	International Facility Management Association	
\$13 billion Amount U.S. companies spent on imaging and document management in 2003. The outsourcing of imaging and document management is due to grow at a compound annual growth rate of 20% through 2007.	Business	IDC	
\$360 billion Amount U.S. businesses spend annually turning information from the documents they receive every day into something they can use to run their businesses.	Business	Gartner Group	
\$6 to \$12 million...15% to30% The typical enterprise with 1,000 knowledge workers wastes \$6 million to \$12 million per year "searching for nonexistent information, failing to find existing information, or recreating information that can't be found." In addition, it is estimated that knowledge workers spend 15% to 30% of their work time looking for information	Business	IDC	
\$8 Average cost to process an invoice. As much as 70% of all invoice processing costs are wrapped up in document handling and data entry process.	Business	International Accounts Payables Professionals	

...typical knowledge worker spends about 2.5 hours per day or roughly 30% of the workday searching for information. This number...needs to be adjusted to reflect the circumstances of each specific enterprise...the number represents a general average of time spent searching based on the ubiquity of intranets within organizations.

Business

IDC White paper "The High Cost of Not Finding Information" 8/2001

22% Percentage of organizations that view a digital mailroom as critically important to the success of their organization.

Business

Byline Research

25% Percentage of enterprise paper documents that are misplaced and will never be located.

Business

Datapro/Gartner Group

30-40% of malpractice claims are a result of failure to meet legal and jurisdictional due dates

Business

The Organized Executive

Stephanie
Winston

50% Percentage of time professionals spend locating pertinent information.

Business

PricewaterhouseCoopers

70% of white collar time is spent processing paperwork

Business

EDPP

71% of white collar workers feel stressed by the amount of information they must process and act on while doing business. 60% feel overwhelmed.

Business

Institute of the Future, Menlo Park, CA

80% Percentage of data within an enterprise that is unstructured information. This type of information is growing at 200% per year.

Business

Yankee Group

85% of all company's knowledge assets aren't in the relational database that runs major enterprise applications

Business

Forrester Research, IBM and Merrill Lynch

86% Percentage of invoices that are still printed on paper.

Business

Gartner Group

96% of businesspeople are frustrated by their companies' information management

Business

Harte-Hanks 12/2001 survey

96% of respondents say 51-100% of their business is conducted using some form of paper

Business

TechRepublic Survey as cited on Imagetag's website

A 2003 University of South Alabama study on the cost effectiveness of time management for low- and mid-level managers in a corporate setting showed an 18% improvement in productivity following formal time management training.

Business

A sales rep who adds one sales call per day will make an additional 250 sales calls per year

Business

Stephanie Denton

About 25% of workers save things in piles instead of files

Business

Taylor Nelson Sofres Intersearch

Almost 80% of today's information is still paper based. US and Canadian businesses generate over 1 trillion new pieces of paper each year

Business

Gartner Group, Coopers & Lybrand, Ernst & Young

American office workers ages 18 and older were polled on their modus operandi for organizing a desktop full of reports, memos, 'to do' lists and endless paperwork. The survey shows that the organizational technique you employ reveals more than your desk cleanliness – it also reveals intimate details regarding your character. So, "Pilers," "Filers" and "Tossers" – what does your organizational style say about you?

POPULAR PILERS (48 percent)

"Pilers" are commonplace in offices, encompassing nearly half of the workforce. Apparently, the office isn't the only place they let clutter accumulate, as 59 percent describe their house as 'somewhat messy.' They are 'workaholics' and 'sophisticated,' but loosen up by watching their favorite sport, baseball. Besides enjoying the company of man's best friend, "Pilers" relax in natural surroundings, such as parks. They are intellectuals, holding the most master's and doctorate degrees.

Business

FAITHFUL FILERS (38 percent)

Unsurprisingly, enigmatic "Filers" allow their organizational habits to extend past the office,

American workers receive a staggering 68 e-mails each day.

Business

Americans are working 164 more hours per year than 20 years ago

Business

The Overworked American

Average number of pages printed daily per web user? 28

Business

Gartner Group and HP

Between 2/3 and 3/4 of documents destined for e-business systems originates on paper. The challenge...is how to transform paper...into e-business content swiftly and accurately

Business

E-business in Financial Services, Document Capture Strategies

Current paper-to-digital solutions capture less than 1% of the paper heading for the file cabinet. Conventional methods are too costly, complex and change intensive for broad adoption

Business

ImageTag

Every year companies suffer significant productivity losses because of "spam", which makes up about 35% of total email volume

Business

Brightmail INC., a San Francisco based supplier of anti-spam services

Fax traffic continues to grow at 5% per year

Business

Imagetag's website

For the past 10 years we have studied the behavior of busy managers in nearly a dozen large companies. Our findings on managerial behavior should frighten you: Fully 90% of managers squander their time in all sorts of ineffective activities. In other words, a mere 10% of managers spend their time in a committed, purposeful, and reflective manner"

Business

Dr. Heike Bruch, Professor of Leadership at University of St. Gallen and Dr. Sumantra Ghoshal, Professor of Ostrategy and International Management at London Business School

Heavy information overload: the world's total yearly production of print, film, optical, and magnetic content would require roughly 1.5 billion gigabytes of storage. This is the equivalent of 250 megabytes per person for each man, woman, and child on earth.

Business

I read someplace that if you read all the catalogs you received, it would take 3.5 years", said Richard Goldsmith, who recalls requesting only one catalog ever, from the Vermont Country Store. "We've saved 3.5 years by tossing them into a box".

Business

San Antonio Express News

Christopher Anderson

Irrked by the weaves of catalogs clogging their mailbox and cluttering their room, Richard and Toni Goldsmith decided to take up a little home project last year. Trying to get some perspective on the daily deluge of direct mail, the two saved and sorted every catalog their received in 2000. Just after New Year's day the retrieved 12 boxes from the garage and started counting.

Business

San Antonio Express News

Christopher
Anderson

Knowledge workers spend 50% of their time searching for information, leaving only the remaining 50% to actually use what they have found

Business

Reuters Study

Mobile professionals spend up to 5 hours per day in their cars and the equivalent of 7.5 days per year accessing information from the trunk

Business

Mobile Technology Products

More than 70% of today's businesses would fall within three weeks if they suffered a catastrophic loss of paper-based records due to fire or flood.

Business

World-scan.com

Of managers surveyed, 49% feel they are often unable to handle the volumes of information received; 38% waste substantial time trying to locate information; 47% say collection of information distracts from their main job responsibilities

Business

Reuters Study

Of manager's surveyed, 49% feel they are often unable to handle the volumes of information received; 38% waste substantial time trying to locate information; 47% say collection of information distracts from their main job responsibilities

Business

Reuters Study

Paper consumption jumps 40% when an office first gets email

Business

Abigail Sellen and Richard Harper, "The Myth of the Paperless Office"

Abigail Sellen
and Richard
Harper

People are doing the work of one and half people, but the actual space they have to contain the mess is getting tinier	Business	Gillan Selbym, Marketing Manager for NY office of Smead International	
Small segments of time, when multiplied by many users, can add up to the total hours worked by a full-time employee	Business	Al Kelly, How to Make Your Life Easier at Work	Al Kelly
Studies have shown that some executives will pick up a single piece of paper from their desk thirty or forty times before acting on it. "Don't use your desk as a storage place for items awaiting action. If you can't dispense with it immediately, at least keep a follow-up file	Business	Michael Woolery, Seize the Day	Michael Woolery
Telework professionals are 15-30% more productive in the work that they do	Business	Jim Miller, GM of Extended workplace Solutions for U.S. West	Jim Miller
The association says lack of space ranked fifth in a survey of common office complaints.	Business	International Facility Management Association	
The average desk worker has 36 hours of work on his or her desk and spends 3 hours per week sorting piles trying to find the project to work on next	Business	Richard Swenson's book, "The Overload Syndrome",	
The average employee today has about 37 hours of unfinished work on his/her desk at any one time	Business	Marlene Caroselli, "Empower Yourself"	Marlene Caroselli
The average executive spends two hours/day simply trying to reach people on the telephone	Business	Canadian Statistics, Ian Brown, Vista	
The average manager is interrupted every 8 minutes, 50 percent are interrupted 8 or 9 times an hour, 22 percent 10 to 11 times, 11 percent 6 to 7 times, 5 percent 1 to 3 times, and 2 percent more than 12 times.	Business	It's About Time	Michael D. Shook and Robert L. Shook
The average office has 19 copies of each document	Business	USA Today	

The average office workers makes about 61 trips per week to the fax machine, copier and printer	Business	Gartner Group, Coopers & Lybrand, Ernst & Young	
The average time to retrieve and re-file a paper document is 10 minutes. An average of 3% of documents are lost or misfiled, and have to be recovered at an alarming cost of \$120 per document	Business	Gartner Group, Coopers & Lybrand, Ernst & Young	
The results were astonishing: 37 companies sent more than 1800 catalogs to the Goldsmiths' home in a single year. On Richard's mother's old fashioned scale, they weighted in at 494 pounds.	Business	San Antonio Express News	Christopher Anderson
The typical US worker is interrupted by communications technology every 10 minutes	Business	Institute for Future and Gallup	
The US produces about 25% of all textual information and about 30% of the photographic information, a significant fraction of the world's total.	Business		
There are over 150,000 books and 10,000 periodicals published annually in the U.S.	Business	Ann Douglas, Sanity Savers	
Time spend mishandling paperwork detracts from the company's ability to service customers, increase sales and improve the bottom line	Business	SBA	
U.S. shipments of office paper increased 33% from 1986 to 1997	Business	American Forest & Paper Association	
Unexpected expenses and impulse purchases can deplete 15 to 20 percent of a company's annual budget.	Business		
US businesses spend \$360 billion annually turning the information on the documents they receive every day into something that they can use to run their business	Business	The Gartner Group	

US-based companies spend...\$25 to \$35 billion processing (filing, storing and retrieving) paper. Management of documents over their life cycle pushes that figure up to \$100 billion a year	Business	Imagetag's website		
White collar 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	Business	Wall Street Journal		
Home storage products have become a \$4.36 billion industry.	Residential	Newsweek, 6/7/04	2004	
Getting rid of clutter eliminates 40 per cent of housework in an average home. Eighty per cent of the clutter in most homes is a result of disorganization, not lack of space.	Residential	Ottawa Citizen, 1/04/03	2003	Shelley Page
In 2000, 10.5% of the total housewares pie consisted of home organization products,""In 2001, that grew to 11.7% of the total housewares pie.	Residential	Milwaukee Journal Sentinel (Wisconsin), 2/16/03	2003	Nancy Herrick
More than 50 percent of adults say they have purchased or would be willing to purchase containers, storage systems, shelving or similar products to help them get organized.	Residential		2003	
About 80% of the clutter in your home is a result of disorganization, not lack of space	Residential			
Getting rid of excess clutter would eliminate 40 percent of the housework in the average home, according to the National Soap and Detergent Association.	Residential	National Soap and Detergent Association		

Realtors regard 'first impression' improvements such as decluttering closets to be one of the smartest ways to spruce up your home before putting it on the market

Residential

The US Department of Energy reports that 25% of people with two-car garages don't park any cars in there and that 32% parked only one.

Residential