

# Contest may be held annually

**Bits of Business**, *continued from E1*

to provide some services and prizes to the winner.

The contest — which Dolan hopes to make an annual event — will award the winner five hours of office organizing, document shredding, money for organizing supplies and a gift certificate for the winner.

“It’s actually something I’ve been wanting to do for quite some time,” she said. “I love to help people.”

If you’re not up for the contest but still hoping to get organized in the new year, Dolan recommends that you start small.

“There’s very simple solutions I teach people,” she said.

Take 10 to 15 minutes a day and pick one area to start, a desk drawer or shelf, she said. Then as tasks get completed, work clockwise around the room. Trash bags are a must and bins or boxes to sort through items, from those that need to be saved to those that need to be relocated or donated.

Dolan said the biggest problems leading to mess are inadequate workspace and lack of systems or containers to stay organized.

For more information on the contest or to enter, visit [www.messydeskcontest.com](http://www.messydeskcontest.com).

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