

For Media	Statistic "The Quote"	Residential, Business or Both	Category : Space	Category : Time	Category: Paper	Category : Event	Sub-Category	Publication, Date	Year	Author	Statistic Source	Location Where Seen	Name of NAPO Researcher	Comments
Yes	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		Just Enough by Laura Nash & Howard Stevenson, Wiley,		Ann McKinney	Barry J. Izsak
Yes	80% of what we keep we never use	Both	Space					Agency Sales Magazine, 4/1/03	2003	Barbara Hemphill		LexisNexis	Nellie More	
Yes	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		Time				Star-Telegram.com 3/1/03	2003		Study in the Journal Of Experimental Psychology		Ann McKinney	
Yes	The Centers for Disease Control and Prevention state unequivocally that 80% of our medical expenditures are now stress related.	Both		Time				Fast company magazine, 2/03, pg. 88	2003				Ann McKinney	
Yes	Invariably, more than 90% declare an overwhelming sense of "time-poverty"--part of an epidemic of anxiety and pressure in our society.	Both		Time			Planning	Psychology Today, Nov/Dec93, Vol. 26 Issue 6	1993	Stephen Rechtschaffen, M.D.	Ebsco -host Bucks County Libraries	Library website	Figen Genco	
Yes	23% of adults say they pay bills late (& thus incur fees) because they lose them	Both		Time	Paper			Harris Interactive					Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Yes	28% of message users say they feel more pressure to respond quickly to messages than they did 5 years ago	Both		Time			Voicemail	Casio Phonemate Survey			Casio Phonemate Survey		Ann McKinney	
Yes	47% of users now take their laptops on vacation...and 27% check their email	Both		Time			Email	America Online			America Online		Ann McKinney	
Yes	Email: More than 30% have checked email while on vacation	Both		Time			Email	Casio Phonemate Survey			Casio Phonemate Survey		Ann McKinney	
Yes	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	Space	Time	Paper			FastCompany Magazine, 8/04, 9/04	2004		From a survey of 2,600 executives by Esselte, maker of Pendaflex and Dymo supplies.K145		Cynthia Kyriazis	
Yes	Executives waste six weeks per year searching for lost documents.	Business		Time	Paper			FastCompany Magazine, 8/04	2004		From a survey of 2,600 executives by Esselte, maker of Pendaflex and Dymo supplies.K145		Ann McKinney	

Yes	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	Space	Time	Paper	Event	Electronic	Document Magazine, October 2003	2003			Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
	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	Space	Time	Paper			Imagetag's website, 2003	2003		The Gartner Group, 2003	Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Yes	The average worker sends and receives over 190 messages each day	Business					Email	Balance Magazine, Summer 2003	2003	Fifi Ball and Sally Brickell	Pitney Bowes, Inc	Nellie More	
Yes	In 1982 there were about two dozen document shredding companies compared to between 500 and 600 in 2002.	Business			Paper			St. Petersburg Times, 2/1/02	2002			Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Yes	UPS and GM have implemented clean desk policies	Business	Space	Time	Paper	Event	Electronic	Wall Street Journal, 5/29/02	2002			Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Yes	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		Time				Office Pro, 2/2001	2001		Accountemps, Menlo Park, Ca, 2000	Ann McKinney	
Yes	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		Time	Paper			IDC report, August, 2001	2001			Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Yes	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		logear Study	Ann McKinney	Karen Ussery

Yes	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	Space					International Facility Management Association	2001					Ann McKinney	
Yes	Workers productivity decreases by 20% to 40% every time they multitask or "task switching"	Business		Time				University of Michigan, 2001	2001				University of Michigan study, 2001	Ann McKinney	
Yes	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			Paper		Electronic	Office Pro, 7/1999	1999				Office Team Study, 1999	Ann McKinney	From Cynthia Kyriazis, Cynthia@organizetnow.com
Yes	Between 1969 and 1987, American workers added 163 hours, or an extra month to their working year	Business		Time				Harvard Economist, 1996	1996	Julie Schor			NAPO Newsletter	Ann McKinney	From Cynthia Kyriazis, Cynthia@organizetnow.com
Yes	The document for a Boeing 747 weighs more than the plane itself	Business			Paper			Office Systems magazine, March 1995	1995	Jay Davidson				Ann McKinney	From Cynthia Kyriazis, Cynthia@organizetnow.com
Yes	It costs \$120 in labor to track down a misplaced document or \$250 in labor to recreate it	Business	Space	Time	Paper		Electronic	North Carolina's Brunswick Beacon, 10/1994	1994					Ann McKinney	From Cynthia Kyriazis, Cynthia@organizetnow.com
Yes	100,000 The number of deaths each year caused by information errors or a lack of data.	Business					Event	The Institute of Medicine					http://www.captivasoftware.com/Investors/marketinfo.asp	Figen Genco	
Yes	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			Paper		Electronic	Data Smog, Pg. 31		David Shenk				Ann McKinney	From Cynthia Kyriazis, Cynthia@organizetnow.com
Yes	400 Number of hours per year the average employee spends searching for paper documents.	Business			Paper			Datapro/Gartner Group				Datapro/Gartner Group	http://www.captivasoftware.com/Investors/marketinfo.asp	Figen Genco	
Yes	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			Paper			Information Anxiety		Saul Wurman				Ann McKinney	From Cynthia Kyriazis, Cynthia@organizetnow.com
Yes	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		Time	Paper			Wall Street Journal				Esselte Study		Ann McKinney	Sharon Mann, Marketing Communications Specialist at Pendaflex

Yes	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. Loses one out of every 20 documents. Spends 25 hours recreating each lost document.	Business	Space	Time	Paper		PricewaterhouseCoopers		http://www.captivasoftware.com/Investors/marketinfo.asp	Figen Genco	
Yes	It costs about \$25,000 to fill a four drawer filing cabinet and over \$2,100 a year to maintain it	Business			Paper		Gartner Group, Coopers & Lybrand, Ernst & Young		Gartner Group, Coopers & Lybrand, Ernst & Young	Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Yes	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		Accountemps	Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Yes	The average employee today has about 37 hours of unfinished work on his or her desk at any one time	Business		Time			Marlene Caroselli, Empower Yourself		Marlene Caroselli	Ann McKinney	
Yes	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		Time	Paper		The Wall Street Journal		From a survey of 2,600 executives by Esselte, maker of Pendaflex and Dymo supplies.K145 www.myorganizedlife.com	Ann McKinney	from an email from Jessica NeSmith, Jessica@poshorganizing.com
Yes	The information supply available to use doubles every 5 years	Business			Paper		Information Anxiety		Saul Wurman	Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Yes	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.	Residential		Time			Document Magazine, 8/2004	2004	Gartner Group/Global Imaging solutions	Cynthia Kyriazis	
Yes	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.	Residential	Space				Chicago Tribune, 4/13/04	2004	Byline: Redeye new survey from msn.com and Peter Walsh, organizational guru of TLC's "Clean Sweep."	LexisNexis	Nellie More
Yes	We wear 20 per cent of the clothes we own 80 per cent of the time. The rest hangs there, just in case.	Residential	Space				Calgary Herald (Alberta, Canada), 1/18/04	2004	Karen Gram Paul Talbot	LexisNexis	Nellie More

Yes	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		Ikea Study		Ann McKinney	Karen Ussery
	Email is increasing print volumes by 40%	Both	Space	Paper	Electronic	Document Magazine, 2/05	2005		Xplor International		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
	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		Paper	Mail	Pitney Bowes Survey, 6/7/04	2004	Tim Bates		Priority Magazine	Jennifer McDaniel	www.prioritymagazine.com - 1707 L St. NW, Suite 800, Washington, DC 20036
	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	Time			Fast Company magazine, January 2004	2004				Ann McKinney	
	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		Boston Marketing Firm		Jan Grandprey	
	Did you know...80 per cent of what we file never gets looked at again!"	Both		paper		The Leader-Post (Regina, Saskatchewan) 3/13/04	2004	Irene Seiberling	Hellen Buttigieg	LexisNexis	Nellie More	
	Americans waste more than nine million hours each day looking for lost and misplaced articles.	Both				Ottawa Citizen, 1/04/03	2003	Shelley Page	American Demographic Society		Nellie More	
	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.	Both				U.S. Industry and Trade Outlook, 2002	2002		U.S. Industry and Trade Outlook, 2002	http://www.sims.berkeley.edu/research/projects/how-much-info/print.html#orig	Figen Genco	
	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.	Both	Time			National Institute of Mental Health in Fall 2002	2002		Findings published by researchers from National Institute of Mental Health in fall, 2002		Ann McKinney	
	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.	Both				U.S. Industry and Trade Outlook, 2001	2001		U.S. Industry and Trade Outlook, 2001	http://www.sims.berkeley.edu/research/projects/how-much-info/print.html#orig	Figen Genco	

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			Paper			U.S. Industry and Trade Outlook, 2000	2000		U.S. Industry and Trade Outlook, 2000	http://www.sims.berkeley.edu/research/projects/how-much-info/print.html#orig	Figen Genco	
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.	Both						U.S. Industry and Trade Outlook, 2000	2000		U.S. Industry and Trade Outlook, 2000	http://www.sims.berkeley.edu/research/projects/how-much-info/print.html#orig	Figen Genco	
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.	Both						U.S. Industry and Trade Outlook, 2000	2000		U.S. Industry and Trade Outlook, 2000	http://www.sims.berkeley.edu/research/projects/how-much-info/print.html#orig	Figen Genco	
US capacity to produce paper will increase by an average of only 0.7% annually over the next three years (2000-2002).	Both			Paper			American Forest & Paper Association	1999		American Forest and Paper Association	http://www.sims.berkeley.edu/research/projects/how-much-info/print.html#orig	Figen Genco	
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		Time		Procrastination	Jeff Olson, "The Agile Manager's Guide to Getting Organized", 1997		1997	Jeff Olson			Ann McKinney	
Paper use is growing six to eight percent each year. The number of pages printed between 1995 and 2005 will more than double.	Both	Space	Time	Paper			Xplor International	1995				Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Stress management programs, products, and services totaled \$9.4 billion in 1995, with an estimated 22 percent annual growth.	Both		Time	Paper	Event		Research Alert	1995			www.myorganizedlife.com	Ann McKinney	from an email from Jessica NeSmith, Jessica@poshorganizing.com
3 in 10 users feel anxious that an important message may be waiting for them when they can't check messages	Both		Time			Voicemail	Casio Phonemate Survey			Casio Phonemate Survey		Ann McKinney	
37% of message users sometimes prefer leaving a message to speaking to the person they are calling directly	Both		Time			Voicemail	Casio Phonemate Survey			Casio Phonemate Survey		Ann McKinney	
40% of people if had more time would spend it with family	Both		Time				Day Runner Survey			Day Runner Survey		Ann McKinney	
42% of adults report that too often they feel that 'life is a treadmill and I can't get off'	Both		Time				Franklin Covey					Ann McKinney	

59% of all Americans say they are too busy	Both	Time		Wall Street Journal		NBC News Survey, 1997	NAPO Newsletter	Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
60% of Americans feel they do not have enough time to get everything done.	Both	Time		Vital Stats			www.myorganizedlife.com	Ann McKinney	from an email from Jessica NeSmith, Jessica@poshorganizing.com
65% of people described themselves as 'very' or 'insanely' busy	Both	Time		Day Runner Survey		Day Runner Survey		Ann McKinney	
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	Space	Paper	SBA			NAPO Newsletter	Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Four in 10 message users check their work messages when they're not working	Both	Time		Voicemail	Casio Phonemate Survey	Casio Phonemate Survey		Ann McKinney	
Managing two mental tasks at once reduces the brainpower available for either task	Both	Time			Journal NeuroImage	A study in the Journal NeuroImage		Ann McKinney	
Outlines what we pay attention to into six types: Attraction : victory , supermodel; Oversion: 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	Time			"The Attention Economy"			Ann McKinney	
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	Time		Email	The National Office for Information Economy (NOIE)			Ann McKinney	
...an estimated 45 sheets of paper for every worker. 95% of all information is on paper.	Business		Paper		Document Magazine, 2/04	2004	International Data Corporation	Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
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	American Marketing Association	x	Ann McKinney Allison Carter
By 2006 80% of enterprises will have implemented an email response management system.	Business				Document Magazine, 8/2004	2004	Gartner Group/Global Imaging solutions		Cynthia Kyriazis
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	Time	Paper		Document Magazine, 2/04	2004	Gartner Group/Global Imaging solutions	Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com

Technologies that changed the business world:" 1939 ATM 1950 Credit card 1952 Barcode 1978 The spreadsheet program	Business					Document Magazine, 8/2004	2004		Gartner Group/Global Imaging solutions		Cynthia Kyriazis		
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					MillerHeiman.com	2003		2003 Sales Effectiveness Study		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com	
the average executive wastes 150 hours each year looking for lost or misplaced documents.	Business		time	paper		mail	Ottawa Citizen, 1/04/03	2003	Shelley Page	Office World News	LexisNexis	Nellie More	
\$2.8 billion in archiving solutions will be bought this year; by 2003 that number will soar to \$6.5 billion	Business	Space		Paper		Electronic	Smartbusinessmag.com, 7/2001	2001		Xerox		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
A company uses 8.8 million more sheets of paper for every \$100 million its sales increase	Business			Paper			Smartbusinessmag.com, 7/2001	2001		Price Waterhouse		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Data storage grows 80% annually	Business	Space		Paper		Electronic	Smartbusinessmag.com, 7/2001	2001		IDC		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Hard copy output costs from 1% to 3% of a company's total revenue	Business					Technology	Smartbusinessmag.com, 7/2001	2001		Lexmark International		Ann McKinney	
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			Paper			Smartbusinessmag.com, 7/2001	2001		Lexmark International		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
It's 10%-15% easier to access a digital archive than a paper one	Business	Space	Time	Paper		Electronic	Smartbusinessmag.com, 7/2001	2001	Kemal Carr, Sr. Analyst	Doculabs		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Printing related help desk calls make up 10 to 50% of the user traffic that crosses IT manager's desk	Business					Technology	Smartbusinessmag.com, 7/2001	2001		Gartner Group		Ann McKinney	
The average executive spends 108 minutes daily reading and sending email messages	Business		Time			Email	Denver Biz Journal, 1/01	2001		Survey conducted by Accountemps, 2000		Ann McKinney	
U.S. employees waste more than two hours a week finding, sharing and storing documents	Business	Space	Time	Paper		Electronic	Smartbusinessmag.com, 7/2001	2001		An estimate by Imagetag		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Executives waste 7.8 hours each week in meetings	Business		Time			Meetings	Office Pro, Nov/Dec/2000	2000		Accountemps survey, Menlo Park, CA		Ann McKinney	
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	Space	Time	Paper		Electronic	Time Magazine, 12/16 issue	2000		article "Can you print it for me? Here's why the spread of PCs causes us to use more paper"		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com

According to a study done by Xerox, there will be 50% more paper in offices in 2005 than there was in 1995	Business		Paper		Office Systems, 2/99 issue	1999		Xerox		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
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	Time		Interruptions	American Demographics, 9/99	1999				Ann McKinney	
Nearly 75% of executives believe email will be the leading form of business communication for employees	Business	Time		Email	Office Pro, 9/99	1999		Office Team		Ann McKinney	
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		Pitney Bowes Study		Ann McKinney	Karen Ussery
Job stress is estimated to cost U.S. industry between \$200 and \$300 BILLION annually	Business		Paper		Data communications, 2/98	1998				Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
75-90% of all visits to physicians are stress related	Business		Paper		NMHA, 1997	1997				Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Are 18,000 sheets enough? Your four-drawer file cabinet, when full, holds 18,000 pages	Business		Paper		Office Systems magazine, March 1995	1995	Jay Davidson			Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
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		Paper		Office Systems magazine, March 1995	1995	Jay Davidson			Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
45 new sheets of paper are generated each day for each office	Business		Paper		North Carolina's Brunswick Beacon, 10/1994	1994				Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Almost 2 trillion pieces of paper are generated yearly in American offices	Business		Paper		North Carolina's Brunswick Beacon, 10/1994	1994				Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Record keeping constitutes more than 90% of all office activity	Business	Time	Paper	Electronic	North Carolina's Brunswick Beacon, 10/1994	1994				Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
\$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	Time	Paper		IDC			http://www.captivasoftware.com/Investors/marketinfo.asp	Figen Genco		

\$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		Time	Paper	Information management	Gartner Group		http://www.captivasoftware.com/Investors/marketinfo.asp	Figen Genco
\$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			Paper		IDC		http://www.captivasoftware.com/Investors/marketinfo.asp	Figen Genco
\$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		Time	Paper		International Accounts Payables Professionals		http://www.captivasoftware.com/Investors/marketinfo.asp	Figen Genco
...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		Time	Paper	Electronic	IDC White paper "The High Cost of Not Finding Information" 8/2001			Ann McKinney From Cynthia Kyriazis, Cynthia@organizeitnow.com
25% Percentage of enterprise paper documents that are misplaced and will never be located.	Business	Space	Time	Paper		Datapro/Gartner Group		http://www.captivasoftware.com/Investors/marketinfo.asp	Figen Genco
30-40% of malpractice claims are a result of failure to meet legal and jurisdictional due dates	Business		Time			The Organized Executive	Stephanie Winston		Ann McKinney
50% Percentage of time professionals spend locating pertinent information.	Business		Time			PricewaterhouseCoopers		http://www.captivasoftware.com/Investors/marketinfo.asp	Figen Genco
80% Percentage of data within an enterprise that is unstructured information. This type of information is growing at 200% per year.	Business		Time	Paper	Information management	Yankee Group		http://www.captivasoftware.com/Investors/marketinfo.asp	Figen Genco
85% of all company's knowledge assets aren't in the relational database that runs major enterprise applications	Business	Space	Time	Paper	Electronic	Forrester Research, IBM and Merrill Lynch			Ann McKinney From Cynthia Kyriazis, Cynthia@organizeitnow.com
86% Percentage of invoices that are still printed on paper.	Business			Paper		Gartner Group	Gartner Group	http://www.captivasoftware.com/Investors/marketinfo.asp	Figen Genco

96% of businesspeople are frustrated by their companies' information management	Business		Paper		Harte-Hanks 12/2001 survey			Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
96% of respondents say 51-100% of their business is conducted using some form of paper	Business			Technology	TechRepublic Survey as cited on Imagetag's website			Ann McKinney	
About 25% of workers save things in piles instead of files	Business	Space	Paper		Taylor Nelson Sofres Intersearch			Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
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		Paper		Gartner Group, Coopers & Lybrand, Ernst & Young	Gartner Group, Coopers & Lybrand, Ernst & Young		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Americans are working 164 more hours per year than 20 years ago	Business		Time		The Overworked American			Ann McKinney	
Average number of pages printed daily per web user? 28	Business		Paper		Gartner Group and HP			Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
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			Technology	E-business in Financial Services, Document Capture Strategies			Ann McKinney	
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			Technology	ImageTag			Ann McKinney	
Every year companies suffer significant productivity losses because of "spam", which makes up about 35% of total email volume	Business		Time	Email	Brightmail INC., a San Francisco based supplier of anti-spam services	Brightmail INC., a San Francisco based supplier of anti-spam services		Ann McKinney	
Fax traffic continues to grow at 5% per year	Business		Paper	Electronic	Imagetag's website	IDC		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
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		Time		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	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		Ann McKinney	
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			Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com

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	Time	Paper	Event	World-scan.com			Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Paper consumption jumps 40% when an office first gets email	Business		Paper		Abigail Sellen and Richard Harper, "The Myth of the Paperless Office"	Abigail Sellen and Richard Harper		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
People are doing the work of one and half people, but the actual space they have to contain the mess is getting tinier	Business	Space			Gillan Selbym, Marketing Manager for NY office of Smead International			Ann McKinney	
Small segments of time, when multiplied by many users, can add up to the total hours worked by a full-time employee	Business		Time		Al Kelly, How to Make Your Life Easier at Work	Al Kelly		Ann McKinney	
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		Time		Michael Woolery, Seize the Day	Michael Woolery		Ann McKinney	
The association says lack of space ranked fifth in a survey of common office complaints.	Business	Space			International Facility Management Association			Ann McKinney	
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		Paper		Richard Swenson's book, "The Overload Syndrome",			Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
The average employee today has about 37 hours of unfinished work on his/her desk at any one time	Business		Paper		Marlene Caroselli, "Empower Yourself"	Marlene Caroselli		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
The average executive spends two hours/day simply trying to reach people on the telephone	Business		Time		Canadian Statistics, Ian Brown, Vista	Canadian Statistics, Ian Brown, Vista		Ann McKinney	
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	Priority Management Systems Inc.	Ann McKinney	Barry J. Izsak
The average office has 19 copies of each document	Business		Paper		USA Today			Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
The average office workers makes about 61 trips per week to the fax machine, copier and printer	Business		Paper		Gartner Group, Coopers & Lybrand, Ernst & Young		Gartner Group, Coopers & Lybrand, Ernst & Young	Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com

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		Paper			Gartner Group, Coopers & Lybrand, Ernst & Young		Gartner Group, Coopers & Lybrand, Ernst & Young		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
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	Space	Paper			San Antonio Express News	Christopher Anderson	article "Just Following Orders"		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Time spend mishandling paperwork detracts from the company's ability to service customers, increase sales and improve the bottom line	Business		Time	Paper		SBA		NAPO Newsletter		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
U.S. shipments of office paper increased 33% from 1986 to 1997	Business		Paper			American Forest & Paper Association				Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
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		Time	Paper	Electronic	The Gartner Group				Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
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	Space	Time	Paper		Imagetag's website		IDC		Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
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		Paper			Wall Street Journal				Ann McKinney	From Cynthia Kyriazis, Cynthia@organizeitnow.com
Home storage products have become a \$4.36 billion industry.	Residential	Space				Newsweek, 6/7/04	2004			Jan Grandprey	
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	Space	Time			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	Space				Milwaukee Journal Sentinel (Wisconsin), 2/16/03	2003	Nancy Herrick	Deborah Teschke, communications manager for the International Housewares Show	LexisNexis	Nellie More
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	Space				National Soap and Detergent Association			National Soap and Detergent Association		Ann McKinney Barry J. Izsak

25% of people with two-car garages don't park any cars in there and 32% parked only one.	Residential	US Department of Energy	US Department of Energy	Ann McKinney	Barry J. Izsak
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