

HEATHER BOULGER | INSIDE THE JOB MARKET
From clutter to clarity: Spring Into success

- By Heather Boulger



Spring cleaning should include your desk. A clean, organized workspace boosts morale, productivity and overall well-being, notes columnist Heather Boulger. Once your physical and digital spaces are in order, your mental clarity often follows.
SILVIA JANSEN -- GETTY IMAGES

Spring is a season of renewal – marked by longer days, fresh blooms, and a shared sense of rejuvenation. It’s a time for growth, forward-thinking, and embracing new opportunities

That same energy makes spring the perfect moment to shake off the winter blues, refresh your workspace, and refocus your career.

Spring cleaning at work offers many of the same benefits as it does at home. It helps us stay organized, reduces stress, improves time management, and streamlines processes – ultimately boosting productivity. In fact, research suggests that for every hour spent cleaning, overall happiness can increase by as much as 53 percent. And who couldn’t use a little more happiness?

Here are a few ways to “spring clean” your business and your career:

- Do a digital sweep

Digital clutter can be just as overwhelming as a physical mess. Overflowing inboxes, disorganized files, and constant notifications can reduce productivity and create unnecessary distractions. Take time to delete unused files, organize documents into folders, and unsubscribe from emails that no longer serve you.

- Streamline your processes

Review your organization's workflows and identify areas for improvement. Are there steps that can be simplified or automated? Take this opportunity to revisit policies, regulations, employment records, and job descriptions to ensure everything is current and efficient.

- Talk to your team

Your employees are often your best source of insight. Ask for their feedback on improving operations, productivity and engagement. While not every suggestion may be actionable, you'll likely uncover valuable ideas — and foster a culture of open communication.

- Clean your physical space

A clean, organized workspace boosts morale, productivity and overall well-being. If time is tight, consider hiring professional help. Clutter contributes to stress, and dust and allergens can impact health — making cleanliness a worthwhile investment.

Once your physical and digital spaces are in order, your mental clarity often follows. Build in short breaks throughout the day to reset, organize

your thoughts, and focus on one task at a time rather than trying to tackle everything at once.

If you're currently job searching, spring is also an ideal time to refresh your approach:

- Update your resume

Remove outdated information, eliminate jargon, and correct any errors. Keep your resume clear, concise and results-focused. Regular updates will ensure you're always ready for new opportunities.

- Refresh your strategy

Stay current with online job boards, career resources and social platforms. Consider workshops, training programs, volunteer work or job clubs to strengthen your skills and stay engaged in the market.

- Reconnect with your network

Networking remains one of the most effective ways to find new opportunities – experts estimate that up to 70 percent of jobs are filled this way. Reach out to contacts, check in regularly, and let people know you're exploring new possibilities. Expanding your network through professional groups, staffing agencies, or platforms like LinkedIn can open new doors.

- Strengthen your interview skills

Preparation is key. Research the company and role, understand their challenges, and be ready to explain how your skills provide solutions.

Practice answering common interview questions to build confidence and clarity.

Remember, your resume is a living document – one that evolves throughout your career. Taking time each season to review and refine it can lead to more interviews and stronger job offers.

Across industries – from accounting and health care to construction and beyond – organizations are seeking talent to drive new initiatives. At the same time, professionals are looking to align their careers with better opportunities.

If you're ready to refresh your job search, make this the season you take action. Connect with a job counselor at the MassHire Berkshire Career Center and turn April's promise into new, blooming career opportunities.

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