



WIRE AND CABLE MANAGEMENT

Bet you're wondering why this course exists, right? Hey - wire you shaking your head? Well, it exists because poorly-managed cables make a horrible mess and cause hazards. And everyone around you is getting sick of it. But don't worry, we'll put it all in Plain English.

After this, it'll be impossible NOT to want to manage your wires better!

NAME



WIRE AND CABLE MANAGEMENT

How to use this workbook

We left a line below the title 'Name'.

If you like, you can put your name there.

Now it belongs to you.

Then, flick through to get the important chunks from the course.

We'll give you some takeaway thoughts to help drill in the learning.

We'll even throw in a little cable-based quiz to get you thinking about breaking your habits.

Feel free to scribble down notes or diagrams. Everyone's workspace is slightly different. Hey, you might even come up with your own ideas of how to organize your space along the way.

WHO SHOULD READ THIS?

YES, if you work with technology or any electronic devices

YES, if you're fed up of your employees turning your office into a wirey hell

YES, if you want your space to be a tidy, organised haven.

KEY INSIGHTS

- Why poorly-managed cables are:
Hazardous
Unhygienic
Unprofessional
- Four simple steps to managing cables.
- Some great solutions to your messy problem.

HAZARDS AND PROBLEMS

- **Overheating**

A friend of mine told me how electricity was measured - I was like, Watt?

Don't be surprised if your wires are heating up.

Ever wondered why?

Well, the short answer is that electrons inside the wire are bumping into atoms on the outside of the wire. As a result, some of their energy converts to thermal energy.

For this reason, we need to let our cables breathe.

We do this by encouraging air flow.

And we do that by unjamming them.

- **Breakages**

Bunched up, neglected cables will eventually weaken.

This can LEAD (too easy) to them tear open.

Which exposes the inside of the cable and ruins the insulation.

This is terrible for overheating, and can cause sparks which lead to fires.

And at the very least, your cable will break completely and be totally useless.

- **Trip Hazards**

Wires crawling all over the floor can cause trips and falls.

It's dangerous.

Poor James from Sales just wanted to take a coffee back to his desk, and ended up face first on the floor because of your wire mess.

Feel good about yourself?

Poor James.

- **Time Wasting**

Not knowing what's coming in and going out of where.

It's frustrating, and it's overcomplicated.

If you need to pull anything out, it will take you longer.

Not to mention the increased chance of pulling out the wrong thing.

It might not even be yours... it might be someone else's.

Imagine the awkward tension in the office after you accidentally unplug the first chapter of Janet's first novel.

You just destroyed a great working relationship of four years. Yikes.

- It's Unprofessional

Whether you like it or not, people are judging you on appearances.

Do you turn up to work in your pyjamas?

I mean, sure, that sounds amazing, and we'd love to do it.

In fact, we might stick that in the staff suggestion box...

But anyway - the same way you show up to work looking presentable, your work desk tells people what they need to know about you.

If your space is a mess, it sets a bad precedent.

It tells people you're disorganised.

Have a think about the kind of impression you want to make.

Are you professional and reliable?

Or are you messy and erratic?

It's amazing what conclusions people draw about us from such seemingly small details.



TAKEAWAY

There are tonnes of hazards and downsides to rubbish cable management.

TONNES.

Now that you're sold on that, we can start looking at changing your ways.

WIRE'D YOU LEAVE ME THIS WAY?

Check out our four simple steps to cable management.

Click on each hint to get an explanation.

1. **Hide the power source.**

Meaning extension cables. Get them out of the way if you can.

They're there to provide power.

They ain't there to look pretty.

2. **Start grouping them together.**

To lessen the mess, get those cables all together.

Look at them like a team, all working together to power your systems.

End the segregation.

3. **Make them shorter**

If you have crazy long cables all over the place, you'll benefit from cable wrappers.

4. **Hold unused wire in place**

Any wire that isn't being used is taking up space.

Hold it in place under your desk or on the wall with tape.

TAKEAWAY

So there you go. Four steps. Dead easy.

Cable management isn't scary, or complicated.

It can be done quickly and efficiently with very little cost.

Because you're worth it.

RESOURCES

Okay. So now you know what to do, but what do you use?

Don't panic. We've done our research, so you don't have to.

So, here's what you might need:

- Cable Ties/Sleeves.

Cable Ties are a great place to start.

Let them be your introduction to the cable management world.

Use these to collect and group together cables. Grab a pair of pliers to cut off the excess cable tidy.

You could even go one further with some cable sleeves, which wrap around them with a zip, like fastening up a coat.

- Cable Raceways

If wires were vehicles, cable raceways would be bridges.

Raceways are there to manage the traffic of wires.

It keeps them together, and going in the same direction.

- Cord Covers

These are great for hiding excess exposed wire, preventing accidents, trips, and general

TAKEAWAY

There are several ways to tidy your wires. It all depends on what you need.

The above solutions will more than cover most people's needs.

Tailor your solution around your own personal space.

TIPS / BEST PRACTICE

Okay - here's three quick tips to remind you of the important bits.

Simplify everything. Shorten your cables, hide the power sources, tape down or fix any excess wire.

Invest in some small solutions. They don't need to be expensive. It can be as simple as some cable ties and a bit of electrical tape. You might even have this stuff lying about.

Involve the whole team, if you can. Encourage others to follow suit: swap tips and share resources. This will help promote a neat environment.

QUICK QUIZ

Okay. You've taken a lot in. We're proud of you.

Before you go, we'd love you answer the following questions to drill in those points.

Q1. Why do bunched up cables get hot?

Q2. Name three downsides to having poorly-managed cables:

Q3: Name some solutions to poor cable management here:

SUMMARY

Congratulations! You've come to the end of our wire management course.

We know, we know!

You want to leave so you can get managing those dastardly wires!

Now you know why tidying your space is important to both your safety and sanity.

It's all about simplifying things.

Now go, you don't need us anymore.

Go, battle those demons.

