



Make room for what matters

## Home Office Organizing Tips

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If your home office has become a nightmare and you can't seem to wake up you're likely facing some common pitfalls:

- ✓ Your office has become a dumping ground for things that don't have a home.
- ✓ Paperwork is multiplying at an alarming rate and piled wherever you can find space.
- ✓ Your digital file system is like a black hole that sucks everything in and doesn't return it.
- ✓ You haven't decided where your office space will be and there are bits and pieces all over the house.

Envision that home office you've always wanted, take a deep breath and let's get started!

### Top Three Essential Organizing Tips

#### Tip One:



**Decide on the purpose and location of your home office.** Ask yourself who will be using the office and where it makes the most sense to set it up. If you have a home business you should have a separate, dedicated space that won't become cluttered with other people's stuff. If it's for personal computer use to do paperwork and pay bills then it makes sense to have it in a part of the house where this happens naturally; for many people this is the kitchen area.

## Tip Two:



### **Compile everything you own that is office-related so you can see what you have.**

Purge what you no longer want or need and sort the remainder into categories. Prepare to create homes for these items. You'll need a paper filing system, a place for office supplies, recycling bin and garbage, bookshelves, space for the printer and some space to add personal touches. Purge digital files as well and decide on an electronic filing system that makes sense to you.

## Tip Three:



### **Take a look at the furniture and storage you have available for a home office.**

Make sure you like using what you have and that you have enough storage to house everything. Consider whether you need a large work surface to allow you to spread out or if something small will do. Do you need a proper file cabinet or can you make do with a small file box. Research options for furniture and storage that you need, purchase these items and get them set up. You're ready to start putting things into their homes!

**Remember to set realistic goals for yourself. De-cluttering and purging take time especially when it comes to paperwork and digital files. Make a list of tasks for yourself and break the tasks down into manageable chunks of time. Stay focused, stay hydrated and recognize this may be a longer term project.**

Here's a fantastic link to check out more ideas:

<http://www.oprah.com/home/Peter-Walshs-Ten-Steps-to-Home-Office-Organization>

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