

# 10 EASY TIPS TO ORGANIZE YOUR HOME OFFICE FAST!



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Working inside the home can be problematic if life or duties seep in from other areas of the house or if clutter takes over, creating chaos. Featured are several easy tips to organize home office space from defining task areas, to creating storage, furniture arrangement, options for accessories and more.

## Task Areas



Home offices generally have a small footprint within the home. These constraints mean that tips to organize home office space must be creative, not to mention timely, because it's work time you're after, so you need those ideas f-a-s-t.

Designer Christopher Lowell suggests that clear-cut workstations often have to balance their interests with other shared common areas. For that reason, it is a good idea to look at what tasks you will be performing and plan before your makeover.

Oversized club chairs may have to be moved out to provide valuable space for your media/printing station (an area for phone, fax, printing, television, etc.). It is often easier to empty a room of all furnishings and clutter and begin at the beginning.

If your office space is not a separate room, it can be defined by a wall of books, an area rug, or a set of standing folding screens. Everything within those boundaries is office and not a dumping ground for chairs and tables that don't fit anywhere else. You may even want to paint the area a unifying green, gray or even a warm neutral to begin.

If you deal in art, add molding to the walls in order to create a kind of gallery setting or set the pieces in painted, molding frames. Use architectural details like niches, built-in bookcases, floating shelves to make use of all wall space effectively.

## Declutter



Clutter is the bane of production. Get three boxes, designate one a keeper box, one for tossing items and the last for donate. Deep six and file accordingly. If you can simplify your workspace, your mind will be more open to focus. **Jeff Davidson**, author of *Simpler Living*, says go by the 80/20 rule. Remember that 80% of sales usually comes from 20% of your customers, so prioritize accordingly. Remove everything from the surface of your desk except materials related to the task at hand.