

# Day 11: Home Office

If a home had an engine -- it would be the home office. Most especially if you work from home, but even if not, it's incredibly important to an organized life to have a dedicated space to conduct life's business.

## Checklist

*Objective: Take simple steps to create space, declutter your office, and organize your supplies for effective life management.*

- If you don't already have a dedicated office, create a space for a computer station, printer station, hanging files and office supplies.
- Determine what is working about your current set up and what isn't. Endeavor to change what isn't working.
- Clear the desk and shelf surfaces. Sort contents in groups of like materials (bills, CD's and empty binders, files, books, and so on) and place them individual boxes. Set aside. *(You'll be working with files tomorrow.)*
- Create a computer station.
- Create a printing station. If you have a wireless printer, it doesn't have to be near the desktop or laptop. Create a place for printing supplies; ink, paper, and so on).
- Sort and store office supplies in containers and label. Utilize baskets, bins, or my favorite, labeled plastic storage containers.
- Keeping on top of office organization is an active project. Every day, day in and day out. To keep your newly organized space functioning, set aside 10 minutes at the end of every day to clear your desk, put supplies away, and ready the space for tomorrow activities.

*Tomorrow:* Creating a Filing System

