

Organized by Design's

10 Home Office Organizing Tips

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1. Designate an incoming mail area. We are all inundated with paper daily. Do not just lay it on your counter, desk or the first available space you find.
2. Have pre-determined and labeled bins or folders to sort your mail into.
3. When you are ready to look through your mail be prepared to sort it to the appropriated areas. Do not continue to pick up the mail, look through it and return it to a pile unsorted.
4. Keep your trashcan or paper recycling container close by so as you sort, you can toss what you do not need.
5. Keep your shredder close by if you choose to shred any junk mail that you feel has sensitive information on it.
6. Keep as many items as possible off your desk and in appropriate files, drawers, containers or storage areas. You cannot work at your desk if you desktop is a storage facility unto itself.
7. Keep your "tools": pens, pencils, stapler, paperclips, etc together either in an easy to reach top drawer or neatly in desktop containers.
8. Make a filing system that works for you, so you have a place to file or store paper information and documents in your office.
9. If something no longer has a purpose to you, such as expired coupons, a broken stapler or anything irrelevant – dispose of it.
10. Your office space should feel good to you. If it's cluttered and messy you won't want to use it.

Remember: Organizing is a process, just like laundry, cleaning, cooking, etc. It's never once and done because mail, paper and clutter are incoming daily, so organizing is continuous as well.

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