

Home Offices

The home office takes on several functions in its life within your home. This area is the central depository for household bills, school papers, mail, newspapers, keys, food, etc. I know many people have a hard time working through this area to make it work for their business, school projects and household paperwork. Here I will break it down for you to demonstrate the best way to keep the home office organized and functional for all members of the home.

Home-based business

If you are working from home for your business either full-time or part-time, you must stay within the parameters of your desk area and space. If you were working in a regular office setting, the employer only gives you a certain amount of desk and drawer space to keep your items together. The same is true for your home office and there is a limit to papers and supplies to be kept in your office space. For papers, keep to the idea that your desk area is prime real estate and keep only what you really need there and reference regularly, with the rest of the papers kept in a file cabinet in the immediate area or another part of the home. Have a drawer or two for office supplies that is easily accessible or nearby. Most of the items that people need right away are small items. The rest of the supplies, for example pads of paper, extra pens, paper clips, tape, etc., should be housed in another part of the home. Put them in a bin or a drawer that is easily accessible.

The desk area should only have on it a computer, if needed, a tray for incoming or active papers, outgoing papers, and paperwork to work on within a few weeks.

In this instance, there are only 2 categories – active or files for reference. You really must be a minimalist here and keep your piles and paperwork under control or it may have a direct impact on your productivity.

I know many people fear that if they file or store paperwork in another area, it will disappear into a black hole. That is not true. The papers are only in a file, and are in a safe area where they will not be lost and are

not all over the desk where they become clutter and impact your ability to function in your job.



Shared space

If you are sharing this space with your family for other home and school purposes, you will need to be specific about how and where you keep your paperwork. Trays or bins are a good way to keep papers contained for the home and where they will not be lost or misplaced when the kids use the space for their homework. And the trays can be removed easily so the next person could use that space. Make it clear what this area is used for, and what part of the desk is designated for everyone's papers, so they don't end up turning in their homework to the teacher and it is the cable bill!

There are several solutions for desk organizing that can be found at Target, OfficeMax and The Container Store. As always, find out your needs and wants for your desk area and then go look for that item. They have many styles, colors and sizes that will work with any desk size. With any shared space, you must honor and compromise everyone's needs for that area, and when you work together, everyone is happy and productive in an organized setting!

From the desk of **Elizabeth Fuchs**



I am proud and excited to announce that I will be celebrating my company's 10th-year anniversary in May of this year. When I started my organizing business in 2002, I had no idea where this career was going to take me and I am thrilled about where my business is today.

I am passionate about my business and I wanted to thank you, my clients, for making my dreams come true. It has been a great pleasure to help you in your homes and offices and to take away your stress and cluttered spaces so as to bring peace and order into your lives.

My business has gone through several changes and improvements and I am constantly educating myself to serve my clients with the best knowledge to help with organizing situations.

I want to also thank my family and friends for their continued support in my business. Being an entrepreneur is a tough job but when you are serious and passionate about your career as I am, it does not feel like a job.

Thank you all again for these past 10 years and I look forward to the next successful 10 years with Organized To Perfection!

WHAT IS IN YOUR CLOSET?

The closet is one of those places that could be a black hole that you never want to venture in to, or it could be a place full of treasured memories, or it could be a place to hide all sorts of items when guests come to your home or you host family gatherings.

I know closets are a great place to hide things, but I want to talk about how to have your bedroom closet function simply as a closet and not as a dumping ground. This is a good place where the simple rules of organizing apply; where sort, purge and organize come into play and we have the conversation of "do you love it or hate it."

When you are dealing with the clothes in your closet, the best place to start is on the left and work your way to the right. This is my rule for people who are right-handed, and if you are left-handed, start on the right and work your way to the left. Sort and look at each item and ask yourself, "Do I love wearing this and does it make me feel good, or do I really hate this and I hardly ever wear it?" If the latter is the case, remove the item from the closet. And of course the age-old answer will sometimes come to mind: "I can wear this again when I lose weight." If you really need to make an improvement to have more room in your closet, you need to be disciplined and honest with yourself and pull the items out and donate them. If you can't make yourself give them away, put them in bins and label by clothes size, and store them in another location of the house – basement, spare bedroom or attic for later use.

Once you pull out all items that do not fit or are worn out or you just don't like anymore, then you can reorganize what is left in the closet. By doing this, you can organize the clothes by season, color, all shirts, tops, pants, shorts – whatever way works best for you and the space that you have available.

Pull things out so you can really see what you have in the space and what you are getting rid of. You will be surprised at what you will find and you will have additional room in that space so it is not a black hole but instead a place that is functional and organized!



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REMEMBER:
AN ORGANIZED HOME IS A PEACEFUL HOME