



January 2014 – Organizing your Home Office

Happy New Year! I'm going to try something new for 2014. Each month I will target a different room of the home to help you find solutions for staying organized.

Let's break the Home Office into 4 categories:

Office Supplies

Take inventory of what you have at home. When you start to bring the supplies together, you will be able to see what you have too much of and other supplies that are running low. Ask yourself how many binders do you need? How many pads of papers or post-it notes?

Place the supplies that you need the most in the critical zone, which is at your fingertips.

Filing Cabinet

You may choose to file your files in your cabinet from A-Z, or by categories, and then alphabetically within the categories.

For example, you can organize your folder into the Utility/Bills category and then you can file A-Z within the category, so your Consumer's Energy goes before your Verizon bill.

It is also important to purge your filing cabinet on an annual basis. A good time to do this would be in January so as you are purging, you might find some receipts that you may need to do your taxes.

Desk

When organizing your desk you can divide into zones:

A Zone – objects you use all the time and therefore should be closest to you. This may include: stapler, scissors, pens, pencils, highlighter, and sharpie marker.

B Zone – you may use objects weekly, such as your shredder.

C Zone – this is usually your storage closet. Put your extra supplies into a storage closet or cabinet

Computer

When you sign onto your computer, does it take 15 minutes to warm up because you have too many windows open? The most important thing to do with your home computer is do a full back up. I have had many conversations with my clients about their most current backup and they look at me kind of funny and say that they never have. Just think about what would happen if your computer got a virus and you lost everything. It happens all the time, so please take a few minutes to learn how to do it. Also many of us have gone digital with our pictures and now seldom print anything. Back up all your pictures and many of us have to learn how to download our pictures from our phones, right! In next month's issue we will target the paper piles.

Have an idea for an area of the home you would like to see tackled? Let me know. What are your biggest problem areas? Together we can search for solutions.

Upcoming speaking event:

Tuesday, January 7, 2014 - Clarkston Independence District Library from 7-8pm. Call the library to register and here is their website: www.indelib.org

Your local professional organizer,

Betty Huotari

P.S. If you would like to share this email with a friend, please pass it along and if they would like to be added to my list, have them send me an email. If you would like to unsubscribe to the monthly news-letter, please send me an email to betty@logicalplacement.com.

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