



## MAKE YOUR HOME OFFICE WORK FOR YOU

If you are like me, you probably spend more time than you would like in your home office. It is convenient, cozy, and most importantly “where the work gets done”. But did you plan the space you use as your home office properly?

Most “solopreneurs” don’t put in the extra time it takes to make their home office really work. Did you just fit your home office into any available space you had at the time? A dining room table? Small guest room? Corner of your kitchen or bedroom? An unused closet, perhaps? These spaces are all common places we see home offices with many of our clients but they don’t have to be boring and inefficient.

Even if you are using any and every available space in your home for your office it doesn’t mean you can’t have a spectacular office space to show off to your friends and family and to make you energized to work at home. Here are some tips to help you create a home office that really works for you (and that may even bring you more peace and motivation to keep going too):

**Use vertical space to your advantage.** The best way to reduce clutter in an office and to get papers and other items off the floor and desktop is to go up and use the walls! Add open shelving above your desk and install tall bookcases for additional storage throughout your office. Use colorful magazine files and bins to store less used items close but out of sight on your shelving.

**Keep items within reach.** Create a semi-circle around you when you sit at your desk within the length of your arm. Place the supplies you use most often inside this space so they will always be within reach when needed. Common items to place within your semi-circle include: phone, writing utensils, active files, notepad, calendar, and, of course, your computer.

**Add color to your space.** Paint your home office a relaxing color to create a tranquil work environment. Pick your favorite color, something that matches your business, or go with soft colors such as sage green or light blue to provide a sense of peace. Yellow is a great color to brighten up a smaller space.

**Create file storage.** Utilize a filing cabinet (or two) to store all those client files, contracts, financial documents, and “things to read” that are piled way too high on your floor. Creating a usable filing system will help you keep track of important papers. You may just be able to find those documents next time when you really need them.

**Buy a comfortable chair.** Many of us underestimate the time we will sit at our desk in a given day or week. Invest in a supportive and comfortable chair to ensure your good posture is protected throughout the day.

*Written by: Elizabeth Bowman, President, Innovatively Organized LLC*

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## **MAKE YOUR HOME OFFICE WORK FOR YOU** *(continued)*

**Label, Label, Label.** To help you find things quickly, create labels for most items in your home office. What if you are out at a meeting and need someone to locate a specific file in your home office to bring to you? Will anyone else be able to find items in your space? Labels also help you remember where to place items when you are done using them since they allow you to define a spot for nearly everything.

Always remember that just because you work from home, that doesn't mean your office space can't be spectacular and impressive. Go ahead and wow your friends and family. Enjoy your home office space every day!

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