

Home Office

ORGANIZATION CHECK LIST

- CLEAR THE DESK OF UNNECESSARY ITEMS
- SET UP A DESK ORGANIZER FOR FREQUENTLY USED ITEMS
- USE DESK TRAYS OR DRAWER DIVIDERS TO SORT PAPERS
- MANAGE CABLES WITH CLIPS OR CABLE HIDERS
- ORGANIZE BOOKS IN A DESIGNATED AREA
- SORT PAPERS AND DECIDE WHETHER TO SHRED OR FILE THEM
- CREATE A COLOR-CODED OR DIGITAL FILING SYSTEM
- SHRED DOCUMENTS CONTAINING SENSITIVE INFORMATION
- CREATE A MEMORY BOX FOR CHILDREN'S ART OR PAPERS
- INSTALL WALL-MOUNTED SHELVES OR CORKBOARDS
- SET UP CUBED SHELVES AND STORAGE BOXES
- USE MAGAZINE BOXES FOR EASY ACCESS TO ITEMS
- CLEAN AND ORGANIZE CLOSETS AND CUPBOARDS
- REWARD YOURSELF FOR COMPLETING THE CHECKLIST