

Home Office Organizing & Productivity Best Practices

- Establish a dedicated workspace that includes all the materials and tools needed to do your work. All essential items should be within arm's reach.
- If your workspace is your dining table, use a file box, file cart or container to create a mobile office so you can quickly pack up your desk at the end of the day.
- Prevent distracting clutter from collecting in your work area by assigning storage locations which are intuitive and accessible for all frequently used items.
- Create an end of day routine that includes clearing your work area and updating your to-do list so that you can immediately focus on the day's top priority the next morning.
- Identify simple systems for managing the flow of information across your desk and computer.
- Set up an easy-to-use filing structure and consistently file documents so you eliminate paper and digital clutter.
- Avoid cluttering your inbox with read messages, unread messages and spam so distractions are minimized, and less time is wasted.
- Consolidate your work tasks onto one to do list and use one calendar for managing work and personal appointments.
- Make maintaining your space and using simple systems for managing your workflow part of your daily routine.
- Schedule periodic decluttering/re-organizing sweeps during the year. At the end of the year, this should also include cleaning out/archiving your files (paper and digital) and setting up folders for the new year.

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