

TOP TIPS TO KEEP FOCUSED WHEN WORKING FROM HOME



Your home office should be calm and organised, ready to increase your productivity and efficiency. However, the home office is one of the easiest rooms to get out of control, it can be a clutter hotspot! Your desk should be clear and clutter free, everything should be in its proper place so that you can immediately find that piece of paper you are looking for or the hole-punch that you desperately need

Whether you work from home or only use your office to catch up on bills or do your homework, here are my Top Ten tips for keeping on top of office clutter and keeping your space organised:

1. Make the space that you've got work for you

Everything in your home office should be arranged so items can be accessed easily and quickly. Keep anything you use regularly within reach and items that you use occasionally can be put in drawers or cupboards further away. Your home office needs to have good lighting, this is essential for productivity and putting a stop to eye strain.

2. Have a clear desk space

Only the essential items, things that you use everyday should be left on your desk surface such as, computer or laptop, desk tray for important papers and a small pen holder. Remember your desktop is for working not storing!

3. Keep drawers organised

Organise similar items together, this will allow you to know how much you have of each item and you will know exactly where to look for it. Drawer organisers or dividers work well keeping items grouped together and neat. Everything in your drawers should be easy to see and access, this will stop your drawers getting easily messed up and cluttered.

4. Get a paperwork system that works for you

Paperwork can get out of control very easily. Keep all your paperwork in one place, then you will know exactly where to look for it. Have a system where you file papers away weekly, don't let them build up. Ring binder folders are great way to store paperwork easily and space efficiently. Use separate folders for categories like: house, car, medical, work, personal.

5. Sort post

Post comes in daily, it needs to be kept on top of. Create a post station where you can put your post, ready to be sorted. This post pile can then be taken to your home office to be looked through and filed, do this regularly, at least once a week.

6. Create a print station

Your print station should ideally not be on your desk but close by. This space should store your printer, printer paper and ink. Everything you could need printer wise is in one place ready for your last minute printer emergencies.

7. Keep your cables tidy

Cables can be a nightmare to sort out, to save hours of untangling label cables clearly with the appliance name. Cables that are going to the same plug point can be cable tied together to keep them neat. Bulldog clips attached to your desk can be used to hold cable leads up, this make is easier to plug in phones and laptops so you don't have to search your cables to charge your electronics.

8. Get a notice board for reminders and colourful mementos

Whether a corkboard or magnetic board both are great for keeping those easy to loose scraps of paper at bay. Notice boards above a desk are perfect for quick visual reminders. They can also be an easy way to brighten up your workspace and are great for keeping a couple of postcards or motivational quotes.

9. Know where everything is

Make sure everything has a home, this makes it a lot easier to keep clutter at bay. Once you have found a place for all your items label everything. Label drawers, cupboards, boxes and plastic containers, this makes it easier to find anything you are looking for. Alternatively, open storage shelves are great as they make items easy to see and access.

10. Always clear your desk at the end of each day

Make sure everything goes back in its designated space, ready for a clean start the next day. This puts a stop to clutter that could be distracting and makes sure you start work the next day feeling productive and confident. After all a tidy desk is a tidy mind!



Hannah has more great advice on her website here: <http://www.hbprofessionalorganiser.co.uk/>