

## Home Organization Checklist:

# HOME OFFICE

- Declutter by removing everything from the floor, surfaces, cabinets, drawers, shelves, and other areas. Get rid of anything you don't want or need.  \_\_\_\_\_
- Put away anything that doesn't belong in the office.  \_\_\_\_\_
- Simple office storage solutions can be as easy as getting a filing cabinet or a bookcase to create storage outside of your office desk. Make everything look nice by choosing a color scheme for all your home office furniture.  \_\_\_\_\_
- Sort paper items based on what you need to file, what you need to address, and what can be recycled. If you have paper records taking up a lot of space, consider scanning them so you can keep digital copies on a hard drive, instead.  \_\_\_\_\_
- Organize drawers with drawer organizers, dividers and bins as you put things away. Small items like paper clips, binder clips, sticky notes, and more can be stored in small jars in your drawer, or kept organized with drawer dividers. Only use the office to store things you need for work.  \_\_\_\_\_
- Take advantage of all the wall space in your work area (and free up desk space in the process). Put up shelving. Use a whiteboard, corkboard or pegboard to organize office essentials. Attach cubbies to the wall.  \_\_\_\_\_