



Organize Your Home Office:

5 Simple Steps

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Have you ever

...wanted to organize your home office?

...felt you could never “be” organized?

...not known where to start?

1. The Assessment

- Inspiration
- Lifestyle : Creating SPACE
- Priorities
- Motivation

1. The Assessment

Passive Research File:
ideas, products, inspiration

*"Curiosity is the key
to creativity." ~ Akio Morita*

Organize Your Home Office

Step Two:

Sort & Edit

Organize Your Home Office

"Have nothing in your houses that you do not know to be useful or believe to be beautiful."

~William Morris

2. Sort & Edit

- Do I Love It? Do I Use It?
- Gather Supplies
- Staging Area:
Keep, Put Away, Donate, Trash,
Recycle

2. Sort & Edit

“Staging Area”

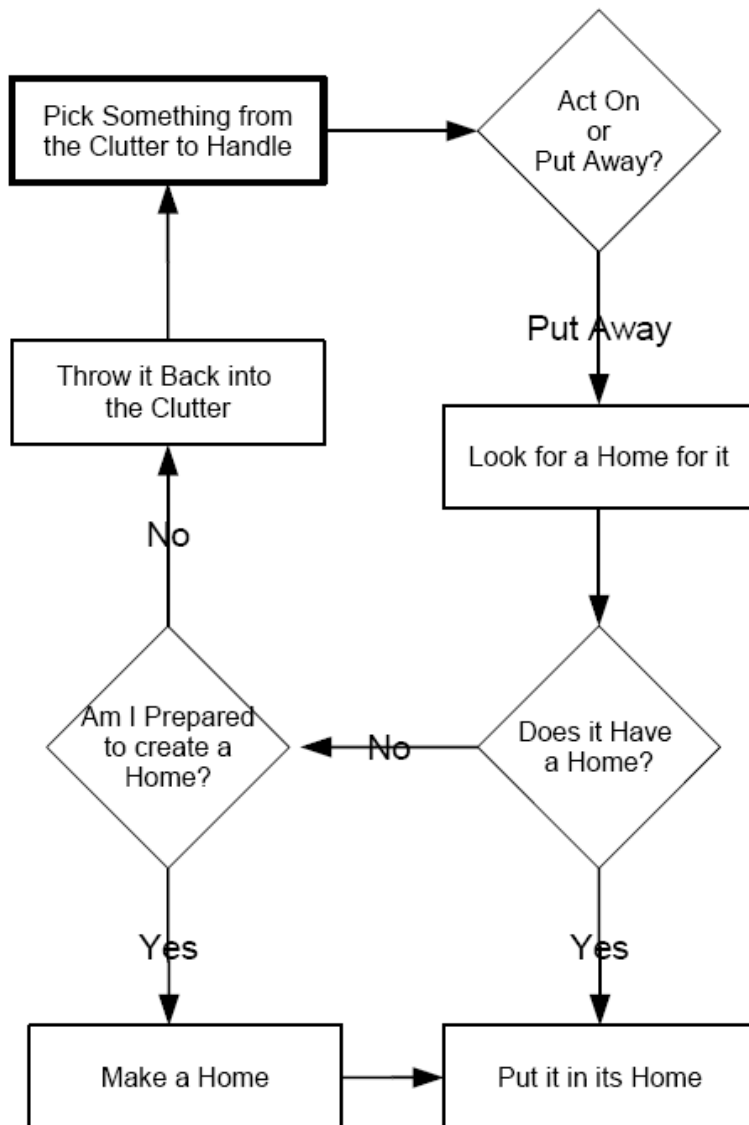


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Step Three:

Assigning Homes



***Why
Assign
Homes?***

3. Assigning Homes

Where will things go?

How does the space flow?

What makes sense to you?

3. Assigning Homes

Clearly define room's purpose

Create "zones"

Frequently used items within reach

3. Assigning Homes

Tame The Paper Tiger!

- Don't "overfile"! (80/20 Rule)
- Action vs. Reference
- Files lined up (3 tabs)
- By category, NOT vendor
- Files within arms' reach
- Paper & Computer Folders: Match

3. Assigning Homes

Action Paper Management:

Action
Data Entry/Action
Read/Review
Bills To Pay
Waiting For
Travel

3. Assigning Homes

*Tickler
File*



Organize Your Home Office

Step Four:

Shopping & Install

4. Shopping & Install

- The fun part – the reward for hard work!
- Research products, find the right ones
- Passive Research File!
- What works for your space?
- Measure, and then measure again!
- Shop with a list

4. Shopping & Install

*Bills,
customer
information,
forms,
handouts,
product
information*



4. Shopping & Install



*Electronics'
charging station:
kangaroomstorage.com*



Doorganizer

4. Shopping & Install



Brother P-Touch Labeling System

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4. Shopping & Install

Storables

The Container Store

Ikea

www.ballarddesigns.com

www.stacksandstacks.com

www.russellandhazel.com

www.realsimple.com

www.thegreenoffice.com

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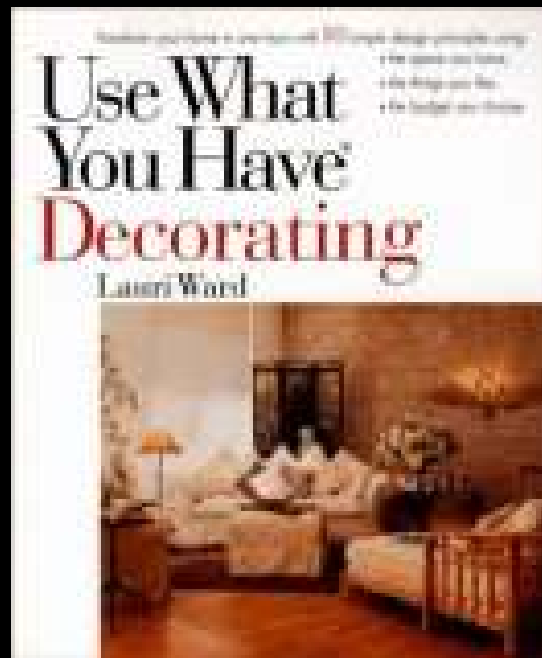
Step Five:

Maintenance

5. Maintenance

- Regular maintenance: Sort & Edit
- Small adjustments
- Change what isn't working
- Re-evaluate as needs change

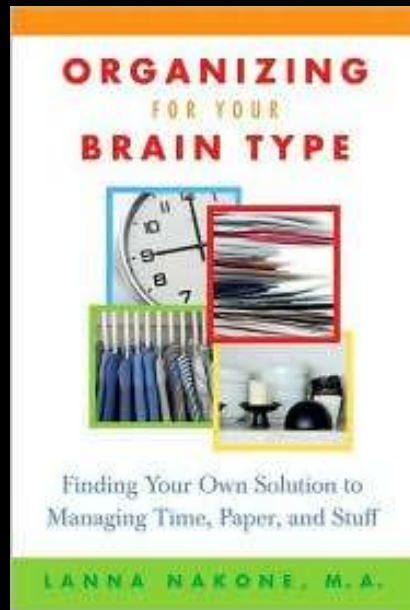
Recommended Reading



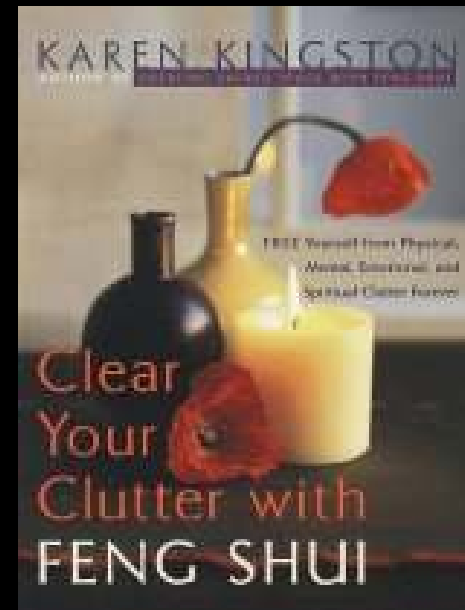
***Use What You Have Decorating,
by Lauri Ward***

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Recommended Reading

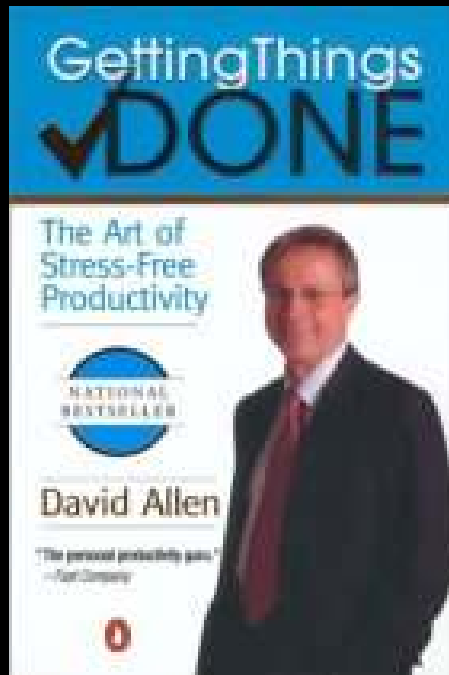


***Organizing For Your
Brain Type,
by Lanna Nakone***



***Clearing Your Clutter
With Feng Shui,
by Karen Kingston***

Recommended Reading:



Getting Things Done ***by David Allen***

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Recommended Reading:

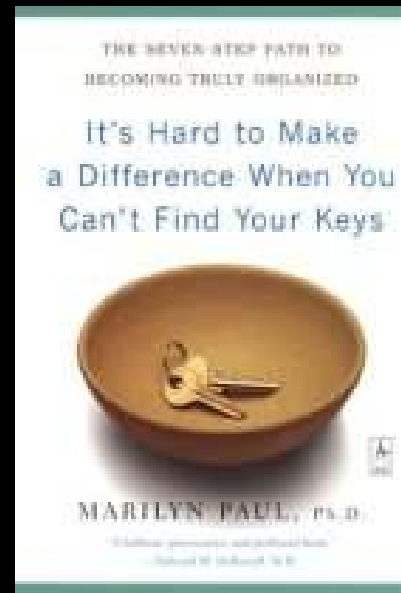


***Organizing from
the Inside Out
by Julie
Morgenstern***



***Time Management
from the
Inside Out,
by Julie Morgenstern***

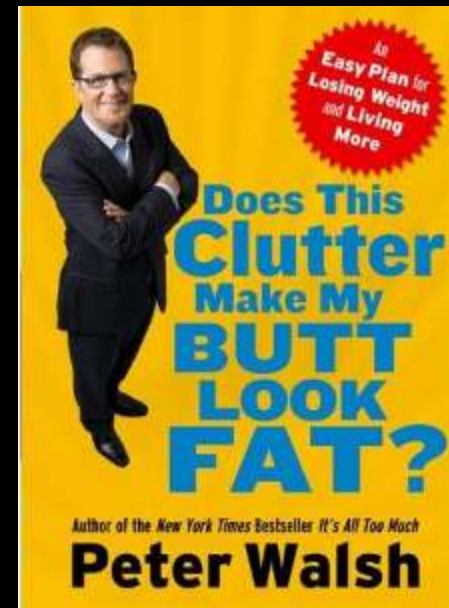
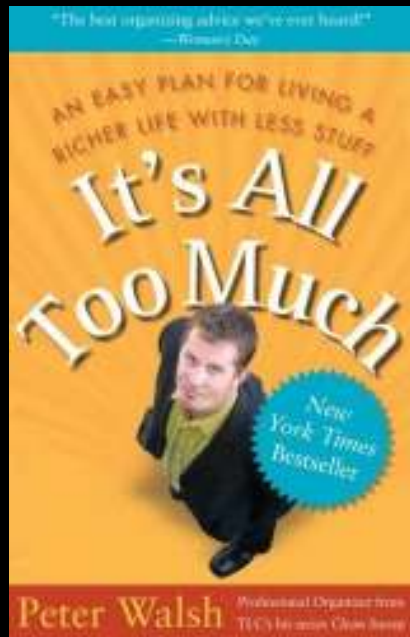
Recommended Reading



***It's Hard to Make a Difference
When You Can't Find Your Keys,
by Marilyn Paul***

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Recommended Reading



It's All Too Much
Does This Clutter Make My Butt Look Big?
by Peter Walsh

Organize Your Home Office

“A man would do nothing if he waited until he could do it so well that no one could find fault.”

~John Henry Newman



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