

Darla DeMorrow
www.HeartWorkOrg.com

856-905-3202
Info@HeartWorkOrg.com

April 2007

Organizing Café:

Home Staging: Selling Your Home for More in Today's Market.

April 26, 7-9 PM, [Haddonfield](#)
May 9, 7-9 PM, [Barclay Farmstead](#)

Decorating Without Spending

a Cent May 16, 7 PM, [Burlington County Library](#)

Working from Home

I believe everybody should have a home office, even if you don't receive a paycheck! Small business owners, road warriors, tele-commuters and household managers (aka stay-at-home moms) all deserve a place to rest their paperwork and take care of business. After all, mail comes in to every household, but where does it go?

Most of us answer with some variation on the kitchen counter, even me! But is it organized? Can you find what you need when you want or need it? Take some ideas from my wonderful clients.

Consider This:

Many companies have a budget for establishing a "virtual office" or home office. Investigate whether your firm will provide technology like wireless hook-ups, a laptop, a budget for office furniture, or ergonomic equipment like quality office chairs. Even an annual budget for things like copy paper, storage solutions and pens can help defray costs.

Offices in Miniature

- A small, designated paper caddy can blend in to any kitchen or front room to "catch" the mail and papers. I like one or more containers offering between 3 and 10 "slots" or spaces to hold bills, to-dos, kids stuff, his stuff, her stuff, and catalogs/magazines. This works either as your only organizing station or as a way-station on the way to the office.
- If you have a need for an office but don't have a separate room, a specialized office armoire, a retro-fitted bookshelf, a converted closet, or a regular (but organized) desk can fit well into many spaces of your home. You don't need to spend \$\$\$ to get organized, but you may have to customize to your needs.
- A bona fide office is a great necessity, and tax deduction, for some. But if you can't find what you need when you need it, you're no better off than someone working at the kitchen table. Consider you need to do? Paperwork only? Spread out large projects? Store samples? Mail out materials and packages? Create zones for each function.
- Even if it is just you, label your zones, drawers, and containers to remind you of your systems and make organizing a cinch.

Simple Tip: Keep your calendar electronically or with pencil only (not pen) to allow for changes on the fly.

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