

## **Organising Your Home Office And Eliminating Clutter -- 7 Tips To Get Your Home Office Organised**

Over the last few years working from home has become popular. Many people are now choosing to work from home rather than in an office or place away from home. It is not uncommon for homes to have a home office.

It is very easy for your home office to become disorganised and cluttered, especially if you are busy and have lots of demands to deal with each day.

Here are 7 tips to get your home office organised:

1. take a few moments to look around your work area and get a real feel for what needs to be done
2. begin by throwing rubbish away -- put things in the bin that need to be in the bin. A few minutes doing this often can make a huge difference
3. put things away in their right place -- if you have papers that need to be filed, spend a few minutes doing it; if you have books lying around, put them where they belong; if you have coffee cups and other items that belong elsewhere, put them where they belong. In other words, do a quick tidy up
4. after you have tidied up... clean the area. Chances are your work space hasn't been cleaned for a while especially if lots of clutter has accumulated
5. take a few moments to write down your needs in terms of getting organised and on top of clutter -- think about what is really bugging you, what would make a difference if it no longer existed. You could, for example, desperately need more adequate storage space (or even some storage space); you need to reorganise the area that you work in; or perhaps your computer is so cluttered with e-mails, too many icons on the desktop, no system for organising documents or files (computer clutter is so common -- and that is something I experience more often than I want to)
6. look at your list and prioritise each item -- what is your first priority, and then your second and so on
7. begin to take action on your first priority -- if it is storage space that's required, start looking around for shelving, cupboards, draws, files or whatever else is required. This may take awhile to completely achieve but it is important to begin to take action on your first priority. If your computer is a mess with clutter -- start with your email and begin to get it organised... delete your junk mail folder; unsubscribe from newsletters you no longer read or need; begin to sort through your e-mail inbox

Remember: you don't have to do everything at once. Most of us don't have the time to devote hours and hours solely on organising our home office and eliminating clutter. If you do, that is great and I encourage you to go for it! But if you are pressed for time... just make a start.

Once you begin organising your home office, it's amazing how the momentum continues... one thing often leads to another and at times it feels as if you'll never get to the end of it. Believe me, you will get to the end of it. Organising your home office provides you incentives to keep organised, tidy, and on top of things as much as you can.

The sooner you begin to take action on organising your home office and eliminating clutter, the sooner you will feel more energetic, motivated, productive... and a whole lot better!

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