ROOM BY ROOM · HOME OFFICE

How to Organize the Home Office

How to clear the desk and set up a home office around the work you actually do.

WHERE TO START

Clear the top of your desk first, then empty every drawer and cabinet.

WHAT YOU'LL NEED

- ☐ Four boxes or totes
- ☐ Cleaning cloth
- ☐ Drawer dividers or small boxes
- ☐ Magazine holders and baskets

BEFORE YOU BEGIN

Put the time on your calendar like any other appointment. One room per session is plenty.

The method

1. **Set up four boxes**
   Label them Toss, Donate, Keep and Relocate. Every item goes into one of them, so nothing ends up in a new pile.
2. **Empty it completely**
   Take everything out and set it on a cleared table or counter. You can't organize around things you haven't seen.
3. **Clean before anything goes back**
   Wipe the shelves, drawers and surfaces and sweep the floor while the space is empty.
4. **Group like with like**
   Sort what you're keeping into families. Seeing all of one kind together shows you how much you really have.
5. **Give every family a home**
   What you use most goes closest to hand. Add containers and labels only once you know what stays.
6. **Close the session**
   Take out the trash, put the donations in your car and return every Relocate item to its room before you stop.

In this room

Don't put anything back yet

Empty, declutter and sort every area before you organize any of it.

Most used, closest

Everyday items in the top drawers, the rest on higher shelves.

Hide the visual noise

Magazine holders and baskets for what you don't need to see.

KEEP IT THAT WAY

Reset your desk at the end of each day, so tomorrow starts clear.

ONE THING TO REMEMBER

Organize around the work you do now, not the work you did when you set the office up.

YOUR CHECKLIST IS ON THE NEXT PAGE

More tips and photos in the full post: read it here

ROOM BY ROOM · HOME OFFICE · CHECKLIST

The Home Office Checklist

STARTED _____ DONE _____

- [ ] Clear off the top of your desk.
- [ ] Empty your desk and cabinet drawers and sort the items into like piles.
- [ ] Don't put back or organize anything until every area has been emptied, decluttered and sorted.
- [ ] Wipe out the drawers, cabinets and surfaces.
- [ ] Rehome everything that doesn't belong in your home office.
- [ ] Organize the contents of each pile and decide where you'd like to keep them.
- [ ] Organize the area you work in around what you use most: everyday items in the top drawers, less used ones on the higher shelves and in cabinets.
- [ ] Use drawer dividers or small boxes to create sections in your drawers.
- [ ] Use magazine holders and baskets for things you don't want to see all the time.
- [ ] Set a daily routine of resetting your workspace so it's neat and ready for the next day.

NOTES

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