

The Home Office-A Place of Peace and Tranquility

Our focus is on the home office. Clearing the clutter in the home office will make bill paying...FUN! Take one step at a time and see how fast and easy it is to de-clutter.

Step 1: Clear your desk of everything. Put only the items you need back on your desk. For small loose items such as paper clips, staples, coins, etc, use a drawer divider to organize them. You can purchase inexpensive drawer dividers at Walmart, The Container Store or your local office supply store.

Step 2: Organize all loose papers into labeled and alphabetized hanging folders. Color coded your files by category for easy access. For instance, financial files = green, household files = blue, children's school papers = orange, etc.

Step 3: Create a central mail center for bill paying. Keep only the current month bills on your desk, all others should be filed. Invest in a bill organizer that allows you to customize your bills by the day they are due.

Step 4: Short on space. Install shelves in the office closet to store larger supplies such as paper, envelopes and office equipment.

Step 5: Get in the habit of filing bills and paperwork everyday. This will eliminate clutter and allow you to focus on other aspects of your business or life.

Step 6: Remember to purchase storage containers and files that are functional for you and not because they look 'pretty' or are on 'sale'.

Follow the above steps to having a clutter free home office. I am positive you can do this. Remember practice makes perfect.

Paris Love is a Professional Organizer serving Metro Atlanta and the Gulf Coast. Paris has written articles for BrownSkin Magazine, OnlineOrganizing, Home Base Quarterly and the Covington News. Currently, Paris is passing on her passion for organizing by helping others live an organized and clutter-free life™. For additional tips or information visit www.organizewithlove.com.