

SUCCESS[®]

MAGAZINE
presents

optimal HOME OFFICE

Want to increase productivity, efficiency and creativity in your home office? These tips will help you take your home office from ho-hum to top gun.

.....
by Brittany Glenn



When you're in your home office, do you feel inspired, productive, efficient and creative? Or do you feel overwhelmed, distracted and unorganized?

If your home office isn't living up to its potential, neither are you. Getting your work environment in tiptop shape is the first step toward peak performance. Here's how.

Ace Your Space

"You need to carve out space, so that when you step into it, your mind automatically moves from home to work," says Pat Heydlauff, a South Florida-based consultant and speaker. Heydlauff, author of *Feng Shui: So Easy a Child Can Do It*, suggests playing soft, instrumental music to help dedicate the space and help you shift from home to work mode.

One of the keys to operating at peak productivity is getting rid of the clutter. "I recommend using organizers or some type of desktop filing system for the files you use regularly," Heydlauff says. "Try using vertical sorters, which allow you to store folders in upright pockets. This way, you can keep information at hand and you can reach for it if the phone is ringing or if you get sidetracked from one project to another.

"If you do nothing more than unclutter your space—and that's absolutely free—you will increase your efficiency dramatically," Heydlauff says. "You can lose at least four hours a week just looking for papers and information. This reduces your efficiency, effectiveness and creative thinking."

When planning the layout of your office, make sure you have enough drawers and storage space so all those office supplies won't crowd your desktop. To maximize your space, consider the room's length and width, but don't forget about its height, says Monica Ricci, certified professional organizer[®] and author of *Organize Your Office... In No Time*.

"Storage space exists on the walls, too," Ricci says. "Shelves can be wall-mounted for storing books, office supplies, computer peripherals and more."

Other storage areas she suggests are above doorways (think single narrow shelves); inside closet doors with hooks to hold jackets, backpacks or laptop cases and over-the-door racks for storing media; and the sides of furniture or file cabinets, where you can attach bins for papers as well as hooks or corkboard. Create homes for papers by attaching bins, hooks or corkboard to the sides of furniture.