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Home Offices: The Command Center of a Home



Robert Coover

As the command center of a home, home offices are the hub of all activity – schedules are planned and coordinated, bills paid, homework is completed, work is completed and the list goes on. With so many tasks taking place in one space it is vital that your home office work for you and not against you.

So, how can you set up and organize a home office that supports the tasks performed in the space? Use the most precious resource of all.

Use **TIME**.

Tools

What tools do I need to do the tasks performed in the office?

The answer to this question helps you determine how to physically orient your space. The layout of your home office should allow you to maximize your time and not create physical obstacles.

For example, if you will spend the majority of your time working on the computer, then you need a desk that is the appropriate height for you, a comfortable chair and adequate lighting.

Helpful Hints:

- A U-shaped or L-shaped desk configuration is the most efficient use of space in most offices.
- Think of your office and desk in terms of activity zones.
- Keep **ALL** of the supplies/resources you need for completing a task within the appropriate activity zone. For example, by the phone you might keep a pad for messages, pens, phone books and your appointment calendar.

Information

How can I manage the flow of information across my desk?

- Create a specific place for each type of information. For example, designate a specific tray for homework to review and sign, a folder or tray for bills to pay, and a place for receipts.
- Filing - Do not mix business and personal files. Use one file drawer for personal documents and another file drawer for business documents.



Use maintenance strategies.

- If you get it out put it away.
- Close out your day. Before you leave your home office each day, review your to-do list, priorities for the upcoming day, and clear off your desk.
- Close out your week. At the conclusion of the week, plan and prepare for the upcoming week. Update your to-do list and clear off your desk.

Easy

Keep your systems doable, consistent and customized for you. Now, how are you going to use your time?❖

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