

WEEK 1

WEEK 2

WEEK 3

WEEK 4

The Office

The physical environment of the workplace has a significant effect on the way we work. When our space is a mess, so are we.

Remember Focus Points

- Ask Yourself 4 Questions
- Perform Power Purge
- Re-think the Space
- Contain

NOTES

Where to Start

- Pull everything out of drawers/cabinets & sort
- Store important documents in file boxes with hanging folders & place where you can easily get to, but not in a prime real estate spot
- Fill stackable clear drawers or bins with electronics, cords, printer paper & store in cabinet/closet
- Group craft items together (scissors, glue, etc.)
- Use stackable boxes to group like items & letter trays or magazine holders for paper/workbooks
- Store ongoing projects in baskets for quick access

BUZZ Tips

- Create a docking station for your daily electronics
- Invest in drawer organizers to create a home for your pens, pencils & other office supplies
- Use decorative boxes on top shelf of cabinets to use for sentimental storage
- Add a pretty note-writing setup to your desk
- Whenever possible, space out your containers to give them breathing room