

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

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

NOTES

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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