

Home Office Design Tips

Before designing and setting up a functional home office, you'll need to get rid of all the excess piles of paper. Place a time limit on this activity of an hour to two every day for a week.

Begin with the visible surfaces or start with your filing cabinet if it is stuffed to the brim and can't possibly hold another piece of paper.

You will also need 10 or 15 minutes every day to deal with incoming paperwork – action, file, or discard.

Once all the paper is in its place, consider the following questions:

1. *Is my office located in the most convenient part of my home?*
2. *Do I have the right pieces of furniture to work comfortably for several hours?*
3. *Is there a place for everything to enable me to keep the space organized?*

Remember that clutter is the greatest block to good energy flow. Therefore, a carefully designed office that allows you to have a place for everything will bring you a sense of well-being and help you take control of your life.