

# Home Office Organization

This playbook describes the steps to set up an organized and productive workspace at home. It covers the organization of physical items, cable management, and the implementation of a paper filing system.

## Step 1: **Planning**

Decide on the layout of the furniture and equipment in the home office. Consider factors such as natural lighting, electrical outlets, and ergonomic placement of computer and desk.

## Step 2: **Decluttering**

Remove unnecessary items from the desk and surrounding area. Sort through office supplies, documents, and other items, keeping only what is essential for work.

## Step 3: **Cable Management**

Use cable ties, clips, or sleeves to bundle and organize cables neatly. Ensure they are routed away from foot traffic to prevent tripping and to maintain a clean look.

## Step 4: **Storage Solutions**

Install shelves, drawers, or filing cabinets for storing office supplies and documents. Label storage areas for easy identification and retrieval of items.

## Step 5: **Filing System**

Create a paper filing system using folders or document organizers. Categorize documents into different groups (e.g., financial, personal, projects) and label each category clearly.

## Step 6: **Maintenance**

Schedule regular times to clean and reorganize the home office. Discard or archive old documents and supplies to prevent clutter from accumulating.

# General Notes

## **Ergonomics**

When planning your home office, consider the ergonomics of your workspace. Chair height, monitor distance, and keyboard placement can all impact comfort and productivity.

## **Lighting**

Good lighting can reduce eye strain. Position the desk to make the best use of natural light without causing glare on the screen, and add desk or floor lamps as needed.