

Tips to Organize Your Home Office

It's so easy to let the paperwork pile high on your desk throughout the year. Staying organized with your home office isn't as easy as it sounds. While you may struggle with keeping your home office space organized, we have some tips that will inspire you to have less clutter.

Color Code Everything

I love using color coding in many areas of my home office space. Filing paperwork based on a color code helps you toss items into the correct filing cabinet spot so you don't spend extra time searching for the right file. Color coding supplies for your home office will help you take inventory better.

Come up with a color coding system for filing, the priority level for tasks, and other options within your home office to save time and improve your productivity levels.

Make Stations for Printing and Mail

Another fabulous way to organize your home office is to have specific areas where you'll store printing supplies and mail that you receive. There are many mail holders and printing station options you can purchase online.

Use these mail stations and printing stations as a way to keep old mail and printing supplies off your home office desk. You can use a DIY tutorial to create these stations or save time buying them from an online home office supplier.

Use Small Containers in Drawers

I can't begin to tell you just how much I love spending a dollar on packages of small containers that fit nicely in your office drawers. Head over to your local dollar store and look in their kitchen supply area. You'll find little plastic baskets in a variety of sizes that can help you organize your desk drawers.

You can use a thin, long plastic storage container in the drawer for writing utensils. There are wider options that measure about 4 inches by 4 inches or a little larger that work well for the storage of paper clips, erasers, and batteries. Just grab a few options to help you organize the drawers in your desk.

Get a Label Maker

You'll thank me later for this home office organization tip! Having a label maker on hand will help you stay more organized in the home office and outside the home office. Put labels on storage containers office drawers, and anything that you think will help you find things quickly.

There are many options online for label makers. All I suggest is that you take a look at a few options and compare reviews. Be sure to read the reviews so you can get a feel for which type of label maker will help you keep your home office organized.

Use Binders

Another way to keep items that you need to access more frequently organized in your home office is to invest in binders. Again, visit the local dollar store for dollar binders and folders. They last nearly as long as higher priced binders and folders.

Organize the binder and folders with the most priority items towards the front. You can keep employee or independent contractor contracts in the front of the binder. Next, you'll want to put your personal and business-related documents in order of priority within folders inside the binder.

Use Wall Space

Don't underestimate the power of wall space in your home office. Using wall space for shelves, calendars, and bulletin boards will help you keep your desk free of sticky notes, and other clutter that accumulates during your work at home day.

You can hang filing systems, books, binders, and more on the wall in your home office. Take some measurements and look on Pinterest for some inspiration on how to use your wall space to effectively organize your home office.

Each of these tips to organize your home office will allow you to work more efficiently, manage time better, and feel less overwhelmed during your work at home day. I hope that you'll use these tips to get started with your home office setup soon. I'm confident this day of organizing will transform your daily productivity with work at home tasks.