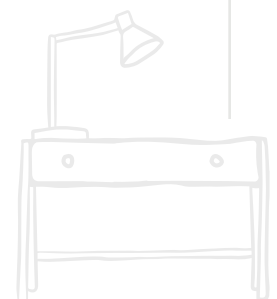


CHAPTER 8 WORKSHEET: OFFICE

STEP 1 - SIMPLIFY: DECLUTTER YOUR OUT-OF-CONTROL OFFICE

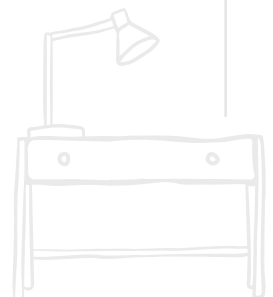
Worksheet 1	Checklist
How do you feel about the current state of your office?	<input type="checkbox"/> Complete Worksheet 1
What do you want your office to look, feel, and smell like?	<input type="checkbox"/> Set up your workspace <ul style="list-style-type: none"><input type="checkbox"/> Gather supplies:<ul style="list-style-type: none"><input type="checkbox"/> Notebook<input type="checkbox"/> Pen<input type="checkbox"/> Sharpie<input type="checkbox"/> Post-its<input type="checkbox"/> Trash bags<input type="checkbox"/> Four bins or paper bags<input type="checkbox"/> Label your bins:<ul style="list-style-type: none"><input type="checkbox"/> Donate<input type="checkbox"/> Trash<input type="checkbox"/> Recycle<input type="checkbox"/> Other room<input type="checkbox"/> Other _____
What activities do you want to take place in your office?	<input type="checkbox"/> Pull everything out and group like-with-like
What are your work or career goals for this stage in your life?	<input type="checkbox"/> Process your items
What are you willing to let go of in your office?	<input type="checkbox"/> Wrap up <ul style="list-style-type: none"><input type="checkbox"/> Remove trash and recycle<input type="checkbox"/> Put away "Other Room" items<input type="checkbox"/> Deep clean/wipe down surfaces<input type="checkbox"/> Find temporary homes for the items staying in this space<input type="checkbox"/> Drop off donations <p>Note: Use your notebook to track anything you need to do, replace, repair, or buy.</p>



OFFICE

STEP 2 - STREAMLINE: OPTIMIZE SPACE IN YOUR OFFICE

Worksheet 2	Checklist
What organizational systems are working in your office?	<ul style="list-style-type: none"><input type="checkbox"/> Complete Worksheet 2 <input type="checkbox"/> Create zones<ul style="list-style-type: none"><input type="checkbox"/> Duplicate your Post-it notes (for each category you've identified)<input type="checkbox"/> Assign each category a zone by placing the Post-it note in its new home <input type="checkbox"/> Maximize space<ul style="list-style-type: none"><input type="checkbox"/> Adjust shelving as needed<input type="checkbox"/> Inventory categories where product is needed<input type="checkbox"/> Take measurements as needed<input type="checkbox"/> Create a product list<input type="checkbox"/> Purchase new products for optimizing space
What's not working?	<ul style="list-style-type: none"><input type="checkbox"/> Implement storage solutions<ul style="list-style-type: none"><input type="checkbox"/> Install new product and put everything away in the new homes<input type="checkbox"/> Call a handyperson (if needed)
What zones would be helpful in this space?	<ul style="list-style-type: none"><input type="checkbox"/> Label <p>Note: Use your notebook to list your zones, inventory categories, take measurements, and to create your product list.</p>
What areas could you rethink to optimize space (i.e. an empty vertical wall, unused deep storage, behind the door)?	



OFFICE

STEP 3 - STYLE: CURATE YOUR INSPIRING OFFICE

Worksheet 3	Checklist
<p>What are three special items you can add or feature in your office that will inspire you?</p>	<ul style="list-style-type: none"><input type="checkbox"/> Complete Worksheet 3<input type="checkbox"/> Feature beautiful pieces or heirlooms that can double as a utilitarian home<input type="checkbox"/> Identify three favorite items to display<input type="checkbox"/> Cull your everyday items and consider replacing them with more beautiful versions
<p>What goals do you have for this space (i.e. painting, touch-ups, new desk)?</p>	<ul style="list-style-type: none"><input type="checkbox"/> Add hooks and hanging shelves <p>Additional style tips to consider:</p> <ul style="list-style-type: none"><input type="checkbox"/> Upgrade your storage<input type="checkbox"/> Mix materials<input type="checkbox"/> Display your daily inspo<input type="checkbox"/> Rethink your walls<input type="checkbox"/> Get the right desk & chair
<p>What new habits are you willing to implement?</p>	
<p>How can you involve your family or roommates in home office maintenance and upkeep of the systems you've created?</p>	

