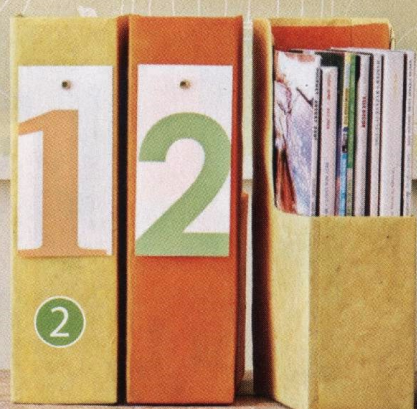


secret to success
"Install one or two shelves just above your desk to store supplies you use daily, such as pens, a stapler, and a hole punch."
—Laura Leist, professional organizer



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small-office solutions

No space for a big office? No problem. Keep your work space organized with these clever strategies.

1 TRANSFORM A SHELF into a creative calendar. Stencil letters for each day of the week along the front of a floating shelf, and glue on clothespins to hold receipts, grocery lists, bills, notes, or other items you need that day.

2 USE MAGAZINE HOLDERS to corral loose papers and clean up your work space. "Use them to store directories, software manuals, folders, user guides, or packages of computer photo paper," professional organizer Laura Leist says. Choose boxes in one or two colors for a cohesive look, and add decorative labels or number tags so you can easily find what you need.

3 TIDY UP YOUR DESKTOP with a small caddy—or a fun vase or mug—for pens and pencils. And limit the number of office supplies you keep on hand. "It's unlikely you're going to have a staple emergency or a paper clip emergency," professional organizer Andrew Mellen says. "Consider donating some supplies."

4 HIDE OFFICE ESSENTIALS within a bank of cabinets in the kitchen if you don't have a dedicated home office space. A charging station, a bill sorter, and office supplies are discreetly hidden behind cabinet doors in this setup, while a pullout shelf in a drawer below provides easy access to a printer whenever it's needed.



ONE-HOUR CLUTTER CURE

Tired of a messy office? Start by cleaning out your desk's top drawer, professional organizer Kathy Jenkins suggests.

- **Sort the contents.** Group items into a few general categories, such as office supplies, personal supplies, papers, and business cards.
- **Trash the junk.** If it's broken, don't keep it. If it's spare change, put it in your wallet. Remember: If it goes into the top drawer, it has to be important.
- **Put it away nicely.** Use containers to organize items. Reuse household goods to do the job—think old boxes clipped together, silverware organizers, wicker baskets, or an ice cube tray.

office essentials

Clean off your desk and create more work space by using pretty containers to corral all your supplies.



1 FIND EXTRA STORAGE SPACE by putting your walls to work. Use wall-mount file holders to organize notebooks, mail, magazines, or file folders.

2 FIND A DESKTOP CADDY that offers a variety of storage options, such as cubbies and drawers, for a convenient mixture of open and closed storage. Small decorative boxes or pretty bins work great for organizing tiny office supplies, such as paper clips, pushpins, and rubber bands. Place the boxes within a tray on your desktop, or stash them in a drawer.



3 SORT PAPERS into a few general categories, such as File, Act, and Use, to clear off your desktop. Place papers that you need only for reference in the File category and file them at regular intervals; put invitations that require a response or forms that need to be returned in the Act folder; and put coupons and gift certificates in the Use file.

4 KEEP MAILING SUPPLIES together and close at hand in a desktop organizer. Designate a space for your address book, stamps, and writing utensils, as well as incoming and outgoing mail.