

# Turn Your Home Workspace into an Organized Zone



# Your Home Office = Your Command Center



- Corporate Executives that need an effective home office for managing their teams
- Consultants/small business owners who need a workspace
- Your environment IS stronger than your discipline and will power.

# Creating an Organized Home Office



# What Are Your Challenges?



1. Creating the workspace
2. Sharing your space
3. Managing interruptions

# Overwhelmed to Optimized

Productive  
Environment Process™

1. State Your Vision
2. Identify Your Obstacles
3. Commit Your Resources
4. Design/Execute Your Plan
5. Sustain Your Success

# 1. State Your Vision



## Design Your Space

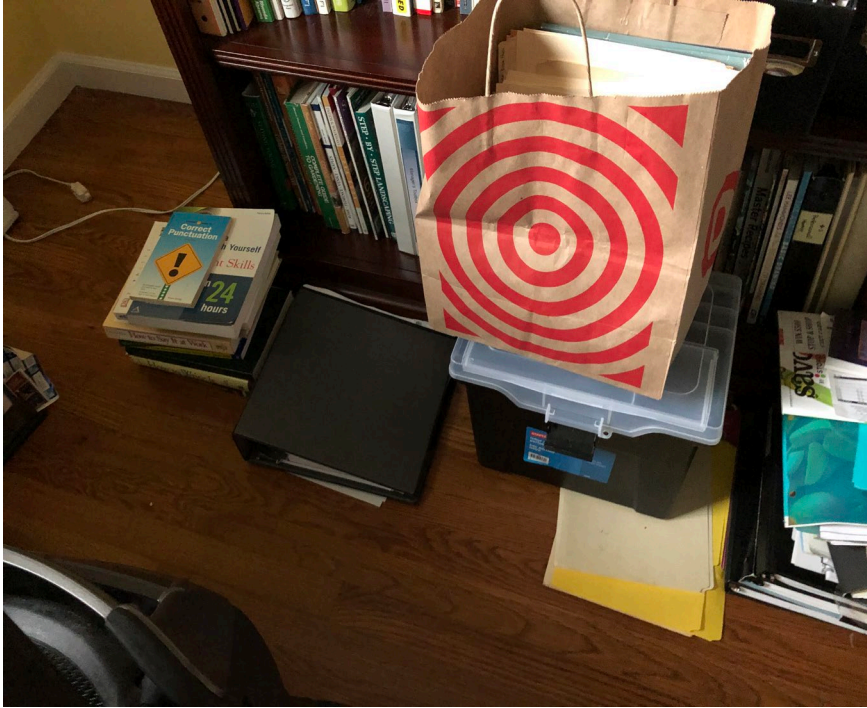
1. Location
2. Dedicated Spot
3. Customized

## 2. Identify Your Obstacles



1. Overwhelmed?
2. Clutter?
3. Procrastinating?

# 3. Commit Your Resources



1. Schedule Time
2. Set Budget
3. Collaborate



# 4. Design/Execute Your Plan



1. Identify Tools
2. Develop Systems

# 5. Sustain Your Success



1. Is it organized enough?

2. Does it work?

# 5. Sustain Your Success

3. Do you like it?



4. Can you recover quickly?



# Sharing Your Space



1. Consider Ergonomics
2. Minimize Noise
3. End of Day Wrap-Up

# Managing Interruptions



1. Time Blocking
2. Boundaries
3. Focused Time

# Get Started



# Q&A



Stephanie Shalofsky

[stephanie@theorganizingzone.com](mailto:stephanie@theorganizingzone.com)

917.375.0631