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MAY 2020 BLOG

MERMAID HOME ORGANIZATION

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Top Tips for Home Office Organization

During this time of pandemic, so many of us including my husband and I are working from home. My cozy loft office is now an office for two + our American Staffordshire mix, Brie.

Yes, Brie has a toy box in the office for those discrete work breaks.

The good news is my husband turns out to be my most favorite officemate of all time. I did have to give up my standing desk, but we are a high five away from each other and that feels good.

This change did give me the opportunity to re-organize and update the entire office. I lost one tabletop but gained a whole new way of looking at using the space.



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I planned out a four-part filing project:

1. Annual clean out file cabinets.

I admit it, I skipped the annual clean out in 2019. I usually dedicate January to this task after the holiday decorations are put away. I was now facing down a two year challenge.

I created fresh zones for like-category files, centralized my files in those zones, re-purposed file folders, tossed old papers, and created new labels. This now makes it super easy to keep up with filing.

2. Update our vital records.

This is the truth... I scoured through 20 years of medical files. Now that I am in my 50s, I wanted to make sure I was keeping a critical track of my health so if something were to happen my husband and family know right were to go. I updated our Grab and Go accordion file that will leave with us during emergencies only.

3. Clean out the bookcases and drawers.

I have one tall bookcase for organizing and home books and magazines, plus pictures of Brie

I have 3 medium bookcases that include photo albums and office supplies, more organizing and home books, and file boxes of project artifacts and business documentation. I had my favorite containers, some from different travels and my [must haves](#), plus I bought a [set of gray cottage woven storage bins](#) from The Container Store.

These bookcases were well organized, but I challenged myself - do they serve my changing work needs? From working at home, to working in clients' homes, back to working at home. AND, do they need a fresh look? Are they arranged in the right vignettes that are also empowering how I use things daily?

With a few key and easy changes, I love the new way I can use the office!

4. Organize my husband's files.

Now that I have my system down, it is time to apply it to his set of files. I will apply my solutions and lessons learned to his files. He also skipped the 2019 clean out and it was best that I plan out the project in more manageable chunks.



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Once this is done, there is a big happy dance waiting. We have been fortunate to have a long spring in quarantine. When I am not out in the garden, or conducting virtual organizing sessions, this has been a very fulfilling project.

Here are a couple of articles that we have featured on our Facebook page and LinkedIn page for helpful office organizing tips:

[How to Keep an Organized Workspace](#) from World Atlas

[Five Easy Tips to Home Office Perfection](#) from Organized Space