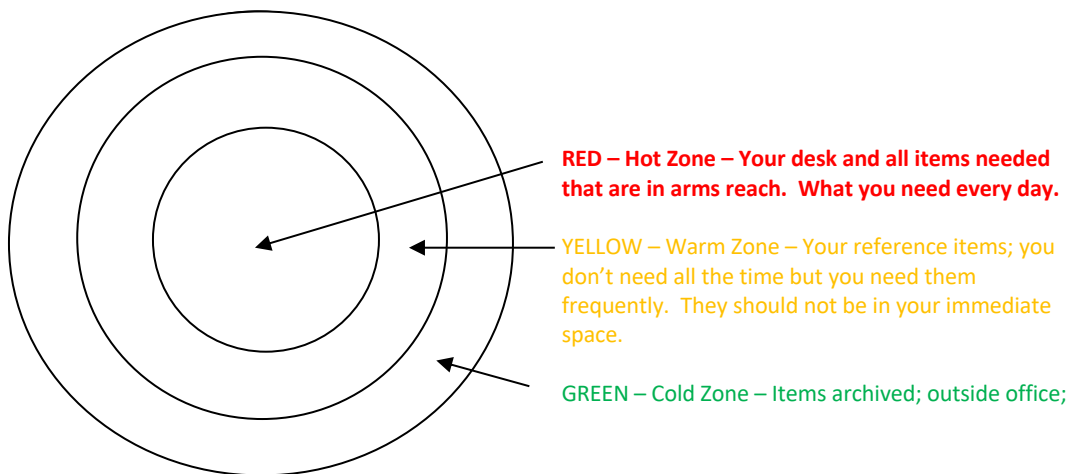


Bonus #2

Home Office Organization

3 SIMPLE STEPS TO GET YOUR OFFICE SPACED ORGANIZED



Your physical office space:

- Must feel positive
- Work area has to work for you (room or kitchen table)
- Office/desk is your prime real estate
- Don't allow anything in this space that doesn't support you or your business or home management
- Get a **BIG WHY** for this project

3 Steps You Need To Take (*set aside time to go through all 3 steps*):

1. **Clear the deck** – you will need boxes and garbage bags; take everything off desk and out of room; *IT'S ABOUT CLEARING NOT SORTING*
2. **Take Stock** – begin to sort; have specific areas to your business (ie client files, marketing info; projects)
3. **Re-Stage** – first bring items back into your office that belong on the desk; and in your **Red/Hot Zone**. Second bring items back into your **Yellow/Warm Zone**. Lastly find a place outside your office for your **Green/Cold Zone**. If there is no space outside your office to store your **Green/Cold Zone** items in, then place them as far from your work space as possible.