

# Decluttering Your Home Office

Simple Steps for Organizing Your Home Office to Optimize Productivity



## Course Book

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# Introduction

The movement towards remote work has grown tremendously in recent years, and it shows no signs of stopping. An increasing number of people are working from home and setting up workspaces there. Ideally, home offices should be just as functional as traditional offices. However, they often become cluttered and disorganized as personal and household belongings creep in. This can quickly turn your office into a confusing mess, which has a negative impact on your productivity.

You may have experienced a sinking feeling upon entering your home office space with its papers all over the place, boxes on the floor, and sticky notes covering the computer. This doesn't set you up for your best day at the office. You may even question how you can get anything done within this chaos. When other people come into your workspace, they'll see the same clutter and may regard it as a reflection of a similarly cluttered mind. This doesn't create the impression you want.

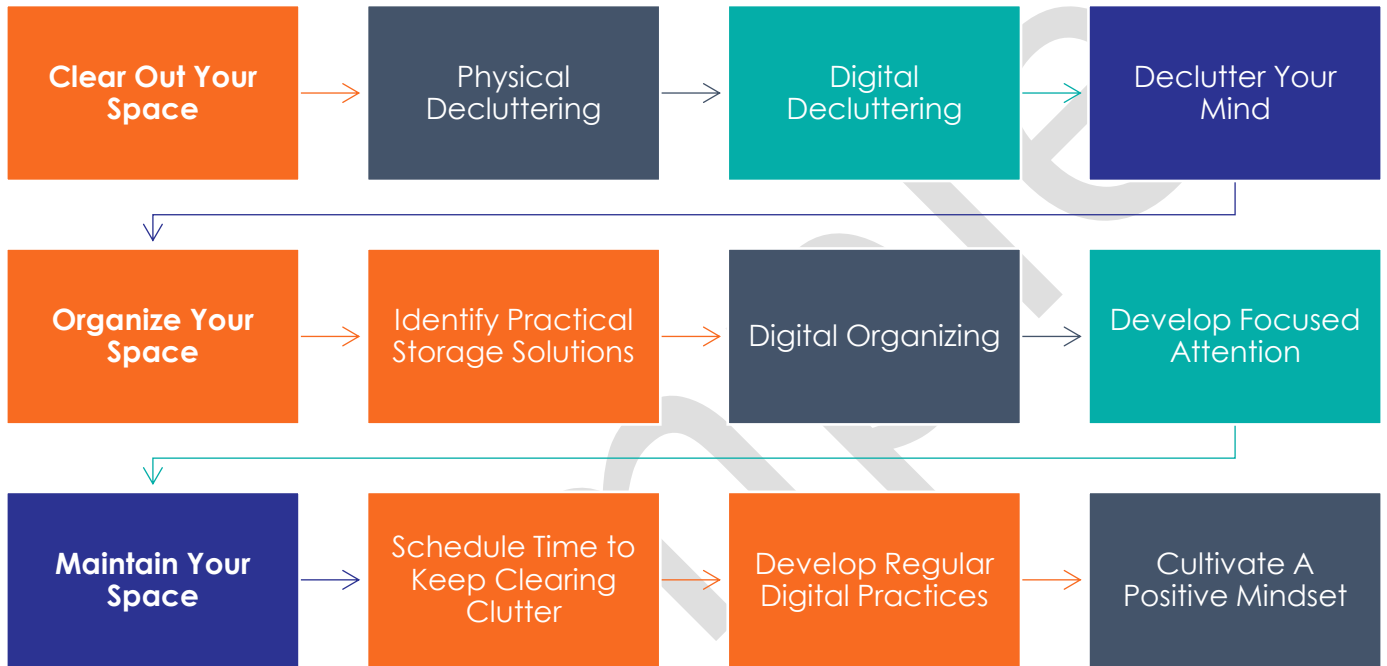
It's impossible to be productive in a cluttered office. Not only do you feel distracted, but you waste precious time because you can't find the things you need. However, most people find the thought of decluttering their home office overwhelming. They fear the amount of time it will take and the amount of effort they'll need to put in. It's at this point that many give up and settle for making the best of it, running the risk of continuously underperforming.

With some time and organization strategies, little by little you can tame the chaos and create a clean, clutter-free home office that supports your work and keeps you calm.

In this course, we'll take you step-by-step through the process of decluttering and reorganizing your physical workspace. You'll also discover how to declutter your digital space — computer, tablet, and smartphone —

as well as your mind space so you can develop focus, become more organized, and achieve better results.

Here is your roadmap through the course:



## Learning Objectives:

By the time you complete this course, you'll be able to:

- Identify how you use your home office so that you can make a plan to turn it into the clutter-free space you need
- Clear out the clutter from your physical office space so that you're ready to reorganize your home office into an efficient working area
- Delete the clutter from your digital office space to release memory so

that you can work faster and more efficiently

- Reduce and remove the clutter from your mental space so that you have a clear mind
- Pick storage solutions to keep what you need organized and readily accessible
- Set up your digital storage systems so you can free up space on your devices and can work more efficiently
- Identify possible interruptions to your work day and make plans to reduce them so you can cultivate the habit of focus
- Schedule a time in your calendar for clearing clutter so that you stick to it and make it a daily ritual
- Develop regular digital practices to help you stay organized and prevent digital clutter from accumulating
- Implement different ways to keep your head clear so that you can increase your productivity
- Consolidate and implement your learning and plan future action steps so you can achieve the goals you set for this course

By the end of the course, you'll have an organized, pleasant area to spend your day which will motivate you to move forward and achieve your business goals.

This course is broken down into 5 modules with individual lessons to take you step-by-step through decluttering your home office.

The modules follow a logical order, so while you can skip around if you want, it's best to work through them one at a time.

As you go through each module, use your Action Guide to help you complete the Action Steps at the end of each.

## **Expectations**

Before we start the course, take a minute to think about what you want to get out of it.

In the Action Guide, write down three skills you expect to gain.

Now that you're clear about what you want this course to deliver, we can get started.

# Module 1 - Why Declutter?

**M**ost remote workers spend upwards of seven hours a day at least five days a week in their home office. All told, they probably spend more time in their office than in any other room of the house. Is this your experience? If so, it's critical that your home office space is working for you, not against you.

## Establish Your Home Office Space

Instead of having a dedicated space for working, many people squeeze their home office into a corner somewhere. That might be okay when you're just starting out but even then, you need to respect yourself and your business.

Try to find a room just for you if you can. If you can't, then set aside a corner of a room that's for your office use only, even if this means reorganizing the areas for your family life.

What you're aiming for is a space that is calm where you won't be interrupted. You may consider converting your garage or your attic or buying a shed for your backyard. If all you have for now is a corner of a room, then use screens, dividers, or bookcases to separate it from the rest of the room and put it out of sight of your other activities. If your current space doesn't work well for you and there's really no way to make changes, then you might need to consider alternatives like renting space in an office near your home, hot desking, or sharing a workspace.

Think carefully about your needs. If you're really unhappy about your office area, then no amount of decluttering will solve that long-term.

## What Do You Use Your Home Office For?

Wherever your office is situated, you'll need to get organized. How you use your home office determines the type of organization you need.

It could serve many purposes depending on your business, for example:

**Interviewing candidates for jobs**

**Receiving clients**

**Making sales calls**

**Writing content**

**Conducting team meetings**

**Doing your accounts**

**Storing recording equipment**

- Interviewing candidates for jobs
- Receiving clients
- Making sales calls
- Writing content
- Conducting team meetings
- Doing your accounts
- Storing recording equipment for videos, etc.

**ATTENTION:**

This is only an excerpt from our full course **Decluttering Your Home Office**. The full, customizable course contains 5 major modules and Action Steps.

When you purchase a license for the course, you'll receive the editable files for the Course Book, Action Guide, graphics, social posts, and other resources.

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