

# Home Office makeover kick the commute

Liz from Newport, who was tired of working from her dining room yet didn't want to commute, approached professional organiser Carol Posener of Get Organised for a stylish solution. Carol saw that Liz didn't have enough things at her fingertips – "her in-tray had ink cartridges stored in it!" – yet the spare room had a large enough built-in wardrobe to house everything she needed.

Before Carol reorganised everything, she made sure that the non-current papers were archived. "Too many people get filing cabinets – and then don't regularly empty them into archiving systems," said Carol. "But you don't even need them." Carol suggested that Liz create folders for current action items, work-in-progress stuff, invoices to be paid, bank statements, credit card receipts and financial year records – and specific storage for magazines, software CDs, smaller stationery items, brochures and print materials for marketing.

According to Carol, storage needn't look ugly. "If you have nicer things you are more likely to use them – plus, they should represent who you are." She suggests that people create "project bins" for current client paperwork. "This could be info about the client, or research for a magazine article etc. This info goes into a file or is archived once it's no longer work in progress," said Carol.

For more information, visit [www.getorganised.com.au](http://www.getorganised.com.au)

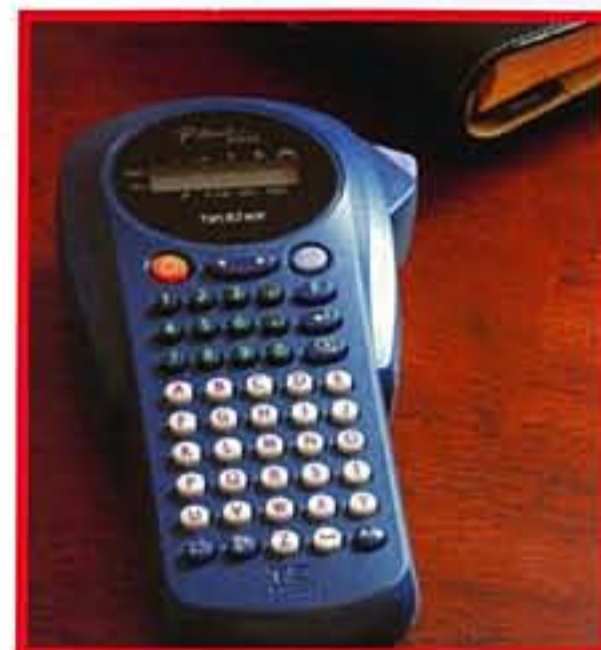


The client's dining room/office.

Carol organising the new office.

## TOP THREE FENG SHUI TIPS

1. Position your desk so you face the door or you may feel subconsciously uncomfortable.
2. Mounting a painting or image of a mountain scene behind you will give you and your business strength and support.
3. Got a money box or coin bowl? Put it in your office's abundance corner (the room's far left hand corner when you stand at the door), and hang a noticeboard above, pinned with magazine images that represent what you want to attract into your life!



## TOP FIVE TIPS

1. Use an 'Action' tray to store things to do, and a 'Pending' tray to hold papers needing a response.
2. File papers on task completion to eliminate time-consuming filing problems.
3. Open mail daily, actioning and filing it then or five daily unopened letters become 25 per week.
4. Store memorabilia, precious items and family documents in archive storage bins.
5. File your current financial year's tax and legal papers in ring binders or in a lateral filing system.

## Stockists

1. (Clockwise from top) Marie Claire frame, \$49.95 Myer; Phuket Home office desk, \$999, David Jones; Brother Ptouch 1000 label-maker, \$58.84 Big W; Faux leather trays medium, \$25.95 Valentino Home Fashion and Design; ECD by Executive Concepts striped notepaper holder, \$15.95 Myer; Stapler value pack, \$9.98 Big W; Akita square dish, \$2.95 Myer; 60 foldback clips, \$4.98 Big W; Akita rectangular dish, \$6.95, Waterman pen, \$84.95, all from Myer; paper clips, \$0.52 Big W; Faux Leather waste bin, \$59.95 Howard's Storage World; Lillies, \$33.00 Pearsons Florist. 2. Laptop (client's own); Filofax, \$49.95 Myer; A5 drawer unit, \$22.95 Howard's Storage World; 60 foldback clips, \$4.98, and Stikki page markers, \$3.96, both from Big W. 3. Filofax and label-maker (as before). 4. A4 Two-ring binders, \$2.82 Big W; Caramello small storage box, \$24.99 Target. 5. Striped notepaper holder, Akita dishes, foldback clips, Filofax, pen (as before); Executive Concepts A5 leather elastic folder, \$39.95 Myer. 6. A5 drawer unit (as before); Jewel CD Box, \$36.99 Valentino Home Fashion and Design; Faux Leather file holder, \$29.95 Howard's Storage World; Caramello box (as before), orange Lever Arch folder, \$3.61 Big W; A4 Two-ring binders; Caramello box and Lever Arch folder (as before), large open storage boxes, \$49.99 Valentino Home Fashion and Design; large black satin storage box, \$44.99, small black satin storage box, \$34.99 Target.