ORG
HOME ORGANIZATION SOLUTIONS

Planning Checklist: **HOME OFFICE**

Key Considerations

Use It *How frequently is it used?*
See It *Should it be visible/displayed or behind a door or in a drawer?*
Plug It *Does it require a nearby outlet?*
Count It *How many items need to be accommodated?*
Move It *Is there a more appropriate place for it?*
Toss It *Is it time to dispose of it?*

	Use It					**See It**		**Plug It**		**Count It**	**Move It**	**Toss It**	**Notes**
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Books													
Newspaper/magazines													
Binders													
Papers													
Household files													
Business files													
Incoming/outgoing mail													
Written messages													
Bills and receipts													
Computer													
Printer													
Fax machine													
Telephone/cell/charger													
PDA													
Stereo/MP3 player													
Television													
Remote controls													
Office Supplies													
Printer paper													
Craft supplies													
Homework													
Computer/electronic games													
Children's artwork													
3D items													
Beverages													
Seating/lounging													
Exercise equipment													
Other:													