

## OFFICE ZONES

Use this handy guide to help set up your new office. Merge two or more zones when necessary.

### The Office Supply Zone

The ideal location is in a closed cabinet. At least some paper should be kept close to the printer. Office supplies can even be stored away from the office.

- Paper/Envelopes/Photo Papers
- Extra Files
- Computer Supplies/Software Discs
- Pens/Pencils/Staples
- Cards/Thanks You Notes/Stationary

### The Electronics Zone

This zone will most likely be your desk. There is no limit to the number of electronics you might need to house in this location.

- Computer
- Printer/Fax/Scanner/Copier (hopefully an all-in-one!)
- Phone (many offices no longer have an actual phone base)
- Charging Station: cell phone, PDA, pager, camera, iPod
- Cords

### The Paper Processing Zone

This is one of the most important zones in your home. It's a place to process the mass amount of paper that comes into your home. Once mail is opened, sort into various other zones, such as projects, bill paying, or reference (reading material).

- In Box/Out Box
- Trash Cans – Garbage/Recycling/Shredding
- Shredder (good quality/cross cut)

### The Project Zone

The ideal location is on your desk or on a wall close to your desk. All current and frequently referenced projects are kept in this zone.

- Desktop Filing System (you can use a vertical file sorter, horizontal trays, magazine butlers or 3-ring binders)
- Clearly Labeled Files

## **The Bill Paying Zone**

This zone must include a holding spot for bills to be paid and receipts to be entered.

- Envelopes/Stamps/Address Labels
- Checks
- Computer (if you use a bookkeeping software like Money, Quicken or Quick Books)
- Calculator

## **The File Zone**

Any home or office will need a filing zone. The amount of space will depend on your needs. Archive files can be kept in the garage or attic. Frequently referenced and current files should be kept in the office. Be sure to purge files regularly and keep only what's absolutely necessary. Setting up a good filing system is an important part of household paper management. Some categories might include:

- To Be Filed
- Banking/Credit
- Personal/Vital Info
- House/Cars
- Employment
- School

## **The Library Zone**

Bookshelves are ideal for the reference zone. A basket of current reading material next to a comfortable chair will ensure that magazines are read and not just stacked in a corner. Magazine butlers are great for storing lots of loose reference materials.

- Magazines and Other Reading Materials
- Books
- Binders with Needed Info

## **The Trash Zone**

The ideal location is within arm's reach of the desk. Use this as you process paper throughout the day.

- Trash
- Recycling
- Shredding