

MaxTips!

Productive to the Max

Productivity

Performance

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Find Space for a Home Office

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Do you have papers on every available surface in your house? Do the kid's memos, the outstanding Visa Bills flyers and menus end up on the kitchen counter along with the eggs, pudding and bread!

Consider using the following areas for a home office:

- An extra room (if you have one)
- A closet where you can hang a shelf
- A rolling cart
- A corner of a room where you can put a fold-up table or one that hangs from the wall

Create zones or areas for all the types of papers you acquire and set up filing and storage containers. Label and alphabetize everything so the entire family understands the system. Set up a file for each family member (the kids can decorate and pick their own color). Create an in-out system for papers that require signature so you can get to them promptly. Train your children (and your spouse or partner!) to use the system effectively. It will give you all more time to spend together!

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