



What Every Office Needs

- An adequate (*great*) desk.
 - I shape – Inadequate
 - L shape – A must if you have a computer
 - U shape – Ideal to handle work, paper and technology
- Two drawer file cabinet within arm's reach of your chair
- Very comfortable, supportive chair
- Carpet protector to go under the chair
- Two desk drawers for daily supplies
- Adequate lighting
- Area or cabinet for other office supplies
- Adequate computer equipment
 - Accessible
 - Ergonomically correct
- A good printer
- Uncluttered desk space for work and creativity
- Shredder that is close by
- Recycle container close by
- Inspirational object
- Plant or some other life form
- Bulletin board or area for visual reminders
- Incoming Container | *Sanity starts with capturing the incoming*
- Action Container – Vertical and Visual
- A project action center or location (1 file drawer)
- To Read containers and locations
- Artwork that inspires you
- Music or quiet depending on personality

What Every Office Wants

- Creative area
- An office with a door
- Minimum office size of 10' by 10'
- A *really* nice desk that you love working on
- Eight square feet of clear desk area
- Lots of windows and natural lighting
- Desired distance between the office and the rest of the house
- The entire iRAFT System. Check out the www.clearsimple.com/iraft/
- Extra file space
- Desired sound level
- Fast computer system
- Fabulous SYSTEMS in place to maintain the space
- FREEDOMFILER – the Ultimate Filing System

