

# YOUR ULTIMATE OFFICE

Does your office support or stress you?



## NEEDS

### What every office needs:

- An adequate desk.
  - I shape - Inadequate for most as it only supports one activity
  - L shape - This allows surface for manual work and a computer
  - U shape - Ideal to handle daily work, paper/projects and equipment
- Two drawer file cabinet within arm's reach of your chair
- A basic chair (doesn't support you well)
- Carpet protector to go under the chair
- Two desk drawers for daily supplies
- Adequate lighting to help you focus
- Area or cabinet for other office supplies
- Adequate computer & printer equipment
  - Accessible
  - Ergonomically correct
- Uncluttered desk space for work and creativity
- Shredder and recycle container close by
- Office free of all former employee's stuff
- Plant or some other life form
- Bulletin board or area for visual reminders
- Incoming Paper Container. See [clearsimple.com/iRAFT](https://clearsimple.com/iRAFT) for details
- Make your Paper Action Container vertical and visual
- A project action center or location (1 file drawer)
- To Read containers and locations
- Artwork that inspires you

## WANTS

### What every office wants:

- An office that supports your tasks
- An office with a door you can close when needed
- Minimum office size of 10' by 10'
- Your dream desk (or work surface) you love working on
- A very comfortable and supportive chair
- Large area on the desk that is clear for today's work
- Windows and natural lighting or no windows, depending on personality
- The entire iRAFT© System. Check it out at [clearsimple.com/iRaft](https://clearsimple.com/iRaft)
- Extra file space for storage papers used occasionally
- Desired sound level to help you focus or relax as needed
- Fast computer system so you can do your work easily
- Fabulous systems in place to maintain the space

[www.clearsimple.com/organizeoffice](https://www.clearsimple.com/organizeoffice)



The Clear & Simple Way  
to transform your life.