A decorative floral wreath border surrounds the central text. The wreath features pink leaves and blue and yellow flowers. The background is a light blue color.

Home Office

ORGANIZING

Guide

by
Melinda Grace Organizing

Hey There!

WELCOME TO YOUR HOME OFFICE ORGANIZING GUIDE!

Feel overwhelmed by the amount of papers, projects, school docs, & bills you have in your home office?

Anxious? Stuck? Don't know where to start?

You're in the right place! If you walk through my 5-step G.R.A.C.E method you'll begin to make a dent in the clutter and get the brains of your home up and running again with systems that support your lifestyle.

Ready to Reclaim Your Home Office with G.R.A.C.E.?



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I believe that
distraction and isolation
caused by a cluttered
home can create a
cavern in our souls,
keeping us from hearing
God's voice...

Melinda Grace

Reclaim Your Space with
G.R.A.C.E.

G.R.A.C.E

5-Step Method

gather

At your first organizing session, GATHER ALL the items in the space being organized & sort them into categories.

release

Next, review each item one by one & make decisions. Decide what to keep and what to RELEASE aka donate, sell, & throw away.

acquire

ACQUIRE any containers, bins, boxes, shelving, custom labels & other tools needed to contain the "KEEP" items.

cultivate

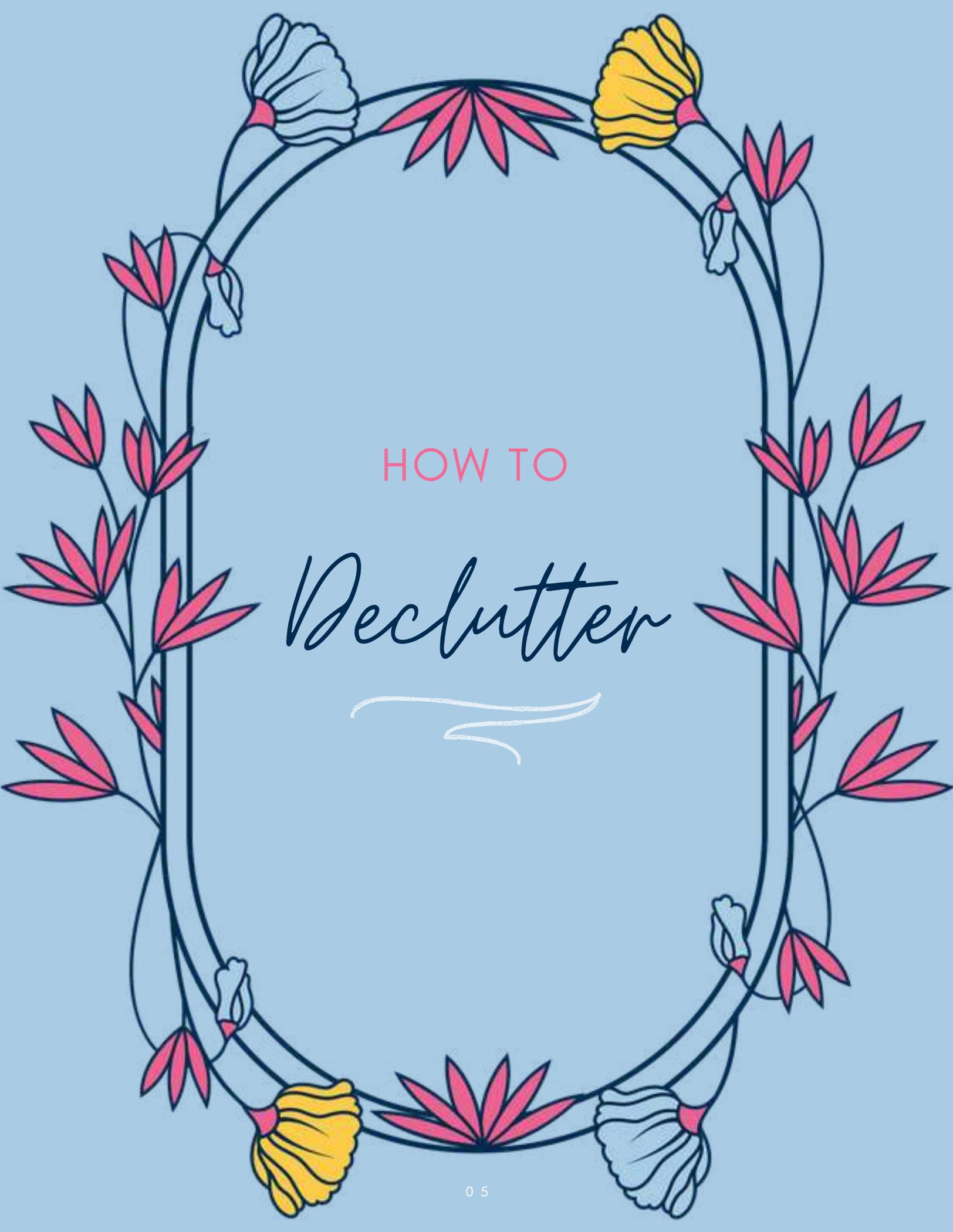
In this phase, carefully give each item a home using the acquired bins & labels. Put everything away in an organized system that meets your needs, style, & goals.

enjoy

Take a moment to celebrate & ENJOY your calm, organized space.

curate

BONUS: As you organize your space and put things away, take time to add style & design. This will make restoring your space a beautiful experience.



HOW TO

Declutter



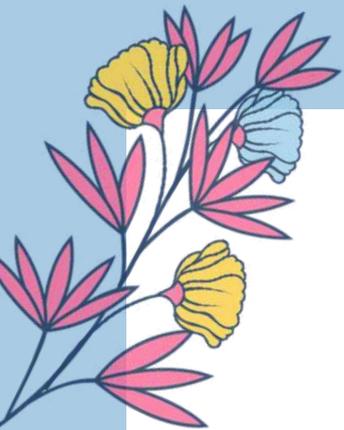
Gather

**THE FIRST
STEP IN THE G.R.A.C.E. METHOD IS
GATHER.**

“In this first step, we are GATHERING
and planting seeds for our success. We
are going to
GATHER three things: 1) Goals, 2)
Organizations, and 3) Items.”

Melinda Grace

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GETTING *Started*

01

GATHER YOUR GOALS

What are your goals for your home office? What is the function of your home office? Craft room? Process bills? Run your business? Store papers? What do you want to achieve? How soon do you want your home office organization project completed?

02

GATHER YOUR MATERIALS

Gather and/or purchase the materials you would like to use for your decluttering process, i.e., Post-it notes, Sharpies, trash bags, boxes, scissors, tape, all-purpose cleaner, & paper towels. Use my [Amazon Organizing Shopping List](#) to make this step super easy!

03

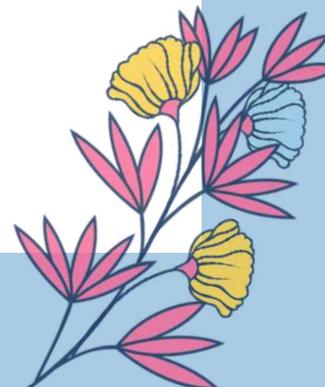
GATHER YOUR CHARITIES

Now's the time to plan ahead and decide where you're donating, selling, or consigning to. Having a list gathered up front, makes it easier to release your items later.

04

GATHER YOUR ITEMS

Now's the time to gather all the items in the space you are decluttering. Group them into categories, aka "like with like." Ex: bills, office supplies, memorabilia, school papers, medical records, etc.





HOW TO

Release

Release

STEP THREE: RELEASE YOUR PHYSICAL ITEMS

“Here is where you will physically go through each item one by one and make decisions—keep, toss, donate, sell, recycle.”

Melinda Grace

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Release

USE BOXES OR BAGS

keep

Place items you, or your family, use regularly, you love, or are essential to modern life in this box or bag.

give

Place items that are in good condition that you are willing to donate to a worthy cause, such as Salvation Army or your favorite charity in this box.

sell

Place anything in excellent condition and has a good resale value in this box. If you are unlikely to get around to listing the item for sale or consigning, donate it instead.

move

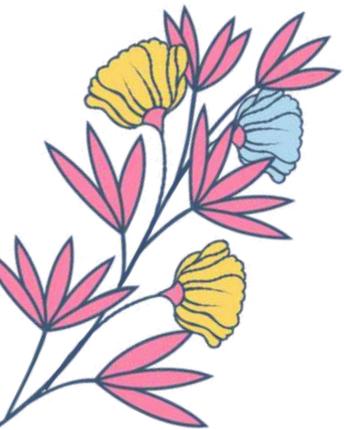
This box is for items that belong in another room or area of the house. Move the items to their correct homes once you've gone through everything to save yourself some trips.

trash

Place any old, broken, outdated, or duplicate items in this box. Caution: do not hold on to items thinking you will fix them at a later date, unless you really will fix them.

idk

This is the I DON'T KNOW bin. If you come across an item that you don't know what decision to make yet, simply put it in the IDK bin and then decide when you're ready.



Sentimental ITEMS

01

No Guilt

If you unearth an item or come across random photos or other items that bring up guilt or negative feelings, let them go. Life is too short!

02

Ask For Help

If you find it hard to let go of anything in your home office because of sentimental reasons, but you want to let it go, call a friend! Have them come over and help you say goodbye. Or reach out to me. I'd love to help you!!!

03

Give Thanks

I find it helpful if I get stuck on a sentimental item to pray! Thank God for this blessing. Ask God to help you let it go to the next person who needs it.

04

Take a Pic

Snap a quick pic on your phone of the item and save on your computer. Another really cool option is an [app called Artifacts](#). It lets you snap a pic and write your story of why the item is so meaningful to you.

05

Archive It

If you know you want to keep several sentimental items, consider acquiring archival grade storage boxes that are aside-free and / or weathertight bins. Many people have room on the top shelf in their closets for one or two beautiful boxes of memorabilia.



HOME OFFICE

Paper

Some of the paper items below, can and should be received electronically and stored online and via a backup hard drive for safety. These items are still listed in case you still get them via paper / snail mail.

Keep 1-3 Months

- Utility Bills (water, sanitation, electricity, gas)—if not deducting for business
- Paid Fines and Tickets
- Purchases where you think you might return an item
- Used bank deposit slips

Keep 1 Year

- Bank account statements
- Credit card statements
- Paycheck stubs
- Monthly mortgage statements
- Expired insurance records

Keep 5-7 Years

- Annual bank summaries
- W-2 and 1099 forms
- Receipts and statements for tax purposes
- Donation receipts
- Medical bills and claims
- Unemployment income receipts
- Disability Documents
- Tax Returns

Keep Indefinitely

- Deeds, mortgage, titles
- Annual Investment Statements
- Legal Identification Documents (birth certificates, ID's, marriage license, death certificates, social security, passports)
- Home improvement documentation + receipts
- Receipts and Appraisals for expensive purchases: art, jewelry, furniture, major appliances
- Will and Trust Legal Documents
- Car titles
- Diplomas and School Transcripts



CHECKLIST TO

Release



The HOME OFFICE

RELEASE PHYSICAL CLUTTER

- Old piles of junk mail
- Old pens, pencils, dried out highlighters and permanent markers
- Anything that is not in agreement with your dreams & goals
- Books that were for past goals
- Unmotivating Art & Photos
- Outdated calendars
- Used notebooks with info no longer relevant to your current dreams
- Tchotchkes that have lost their meaning and purpose
- Old or broken electronics and cords
- Excess office supplies (especially those from the 80s & 90s)
- Outdated Decor
- Old or superfluous stationary
- Bags & Cardboard Boxes
- Old Papers, Documents & School work
- Old Desk and Computer Cleaing Supplies
- Old Furniture
- Trash
- Miscellaneous items that do not inspire you to reach your goals

RELEASE MINDSET CLUTTER

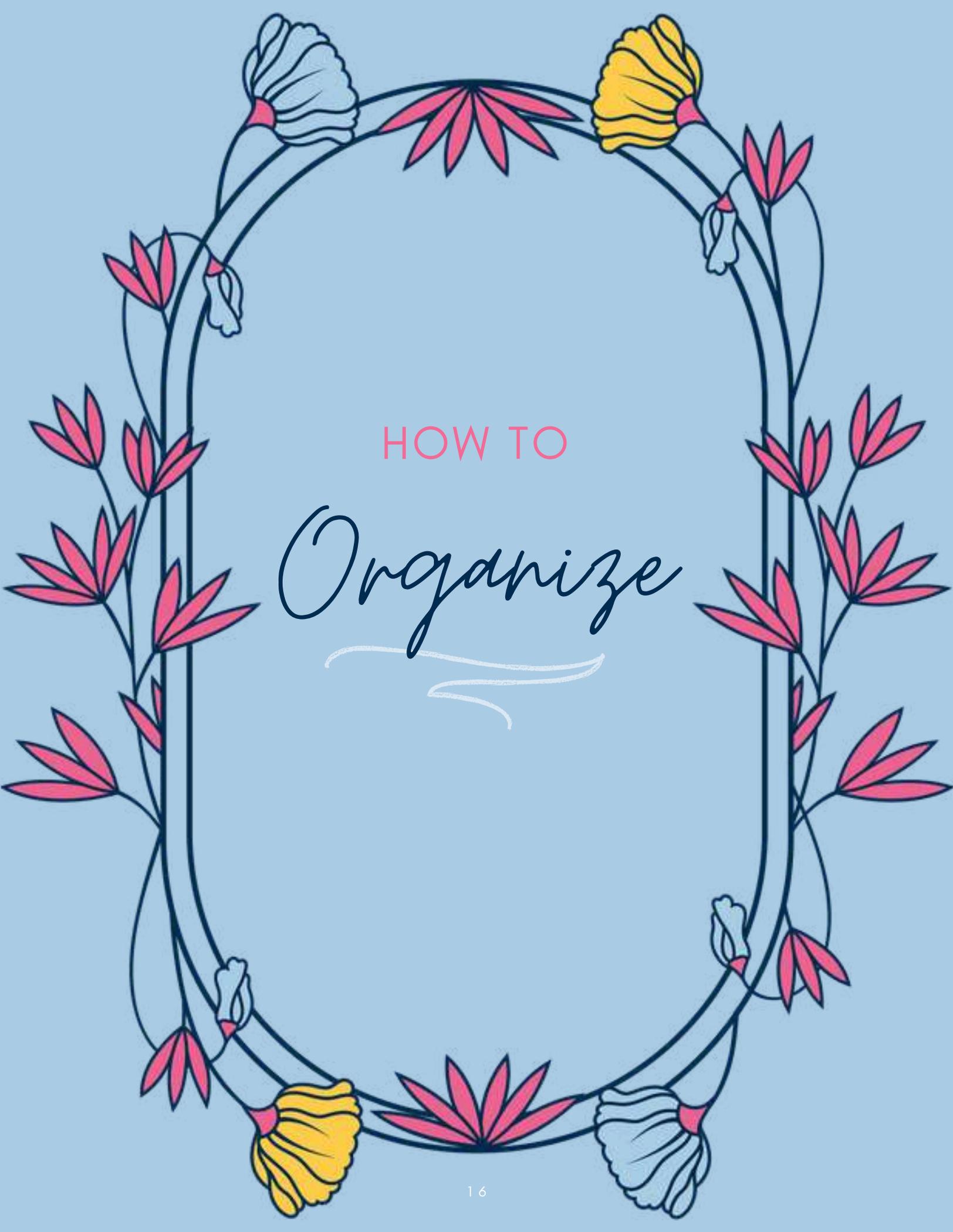
- Anxiety
- Procrastination
- Old dreams
- Old goals
- Overwhelm
- Fear of success
- Fear of letting go

NOTES:

“The goal is to be able
to find what you need,
when you need it, and
to be able to put it
away
quickly. In the
organizing world, we
call this a system.”

Melinda Grace

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HOW TO

Organize

Acquire

ADD YOUR UNIQUE STYLE & PERSONALITY!

Consider purchasing storage solutions that will help you run your home smoothly. Think of it like back-to-school shopping and pick out fun folders and cool pens. Let's make the mundane, necessary part of life, beautiful and exciting! (As much as we can.)

My favorite items to acquire for a home office:

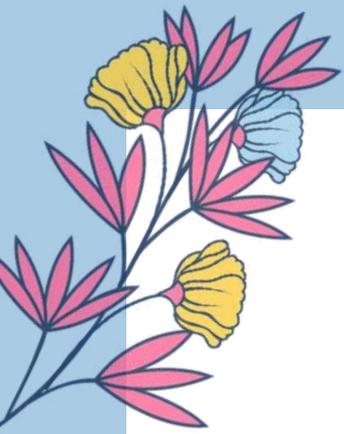
Shredder

Scanner / Printer

Cable Management Holder

Document Boxes

Clear, Acrylic Drawer Containers



Product RECS

01

SCANNER & SHREDDER

I have to admit, I LOVE my **Canon Printer and Scanner**. I use it every week! I highly recommend it. I might possibly equally love my **shredder**. Lol. I also use it every week to shred mail with our address on it and other documents.

02

DOCUMENT BOXES

I LOVE Bigso document boxes! For some reason, right now they are hard to find at The Container Store. So, try Amazon for the **2 drawer document box**, **magazine holders**, and **document boxes**.

03

FILING CABINET + FOLDERS

In this day and age, you can find any color that fits your aesthetic! Check out my **Amazon Home Office shopping list** to see my preferred colors (white for clients, pink for me!)

04

CLEAR, ACRYLIC BINS & TRAYS

I love to use **clear bins of different shapes and sizes** by The Home Edit at Walmart.com to create separate compartments for things like pencils, pens, highlighters, markers, scissors, tape, post it notes, etc. Makes it easy for you to access what you need to run your business and help your kiddos get their homework done!

I also recommend **two desktop trays** for paper currently being processed for personal and business. (Or whatever 2 categories make sense to you.) If I can't process a paper immediately (let's be honest, life happens!) I like to put a post it note with the next right step for that paper on it (i.e. shred, scan, file, mail).

*Some of the links above are affiliate links, which means I might earn a teeny tiny commission if you fall in love with something from this list. It doesn't cost you anything extra and supports my small business.

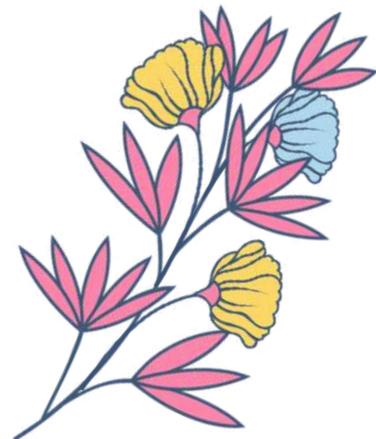


ADDITIONAL HOME OFFICE

Items to Acquire

If you don't already own these:

- A beautiful and functional desk
- A functional chair that is comfortable
- A bookcase to store office items and books related to the function of your office
- Fireproof safe to store vital records (ID's, passports, birth certificates, etc.)
- A waste basket



Cultivate

Set up your home office with rhythms that work with your lifestyle & save time + maximize ease.

Think about your current rhythms & routine in your garage. What are they? For example, do you have a routine for going through mail? Do you like it? Do you want to change it?

Define them. Keep what you like. Discard the ones you don't.

TOP 10 HOME OFFICE

Organization Tips

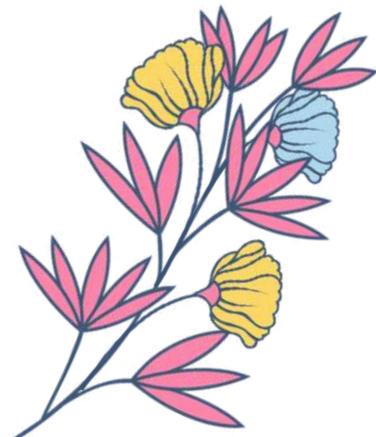
- Scan important documents like house deeds, car titles, birth certificates. Save them to a backup hard drive or secure cloud-based service.
- Create an area for going through the mail, i.e. desk, table, kitchen counter
- Add a desktop tray for papers you are currently working on—scan, shred and/or file the rest immediately.
- ONLY current and somewhat active files belong in the filing cabinet / drawer. Shred or recycle everything else.
- Acquire wire management wraps or boxes to hide cords and label.
- Photos: For now, group together in one place. Use my photo guide to go through ALL of them when you are ready.
- Set up online bill pay and to receive and pay your bills via email.
- If you have a ton of ideas floating around on post-its and scrap pieces of paper, use **Trello** to organize them and get them all into one spot.
- Label hanging files and file folders with general categories, then more specific subcategories.
- Label binder spines, file folders, and drawers for maximum efficiency and simplification.

BONUS:

Curate

Add design & style to your space:

- A beautiful and functional desk lamp
- Add greenery via succulent or easy to maintain potted plant
- Uplevel your office supplies with things like a beautiful **acrylic and gold stapler**, hole punch, or really nice pens, or whatever aesthetic you love
- Add a beautiful piece of artwork and your favorite family photos for inspiration
- Add an **oil diffuser** to add a fresh, non-toxic aroma, like lavender, to keep you motivated to work
- Add vintage or meaningful decor to bookcases or shelving to add warmth and a motivating personal touch



Enjoy!

Take a moment to celebrate &
ENJOY your calm, organized
photos!

“Whatever makes
you smile and feel celebratory
—DO THAT! Enjoy
accomplishing your
organizational goals!”

Melinda Grace

Reclaim Your Space with
G.R.A.C.E.



HOW TO

Maintain



Restore

“Don’t think of it (maintaining organization) as something you have to do... Rather, think of it as a restorative dance of self-care.”

Melinda Grace

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HOME OFFICE *Restore*

Daily

- 5 minutes sorting papers, magazines or bills and putting them away in their new files or the recycle/trash bin!
- 5 minutes going through, opening and purging the mail
- Review your **Trello** board for tasks to archive and prep for next day.
- Tidy and clear off your desk surface from distractions so you can start your next work session with a fresh start and feel inspired to work.
- Close your laptop and any open tabs. Tomorrow is a fresh start!

Monthly

- File any current monthly bills and statements. Shred previous month.
- Review your desk drawers. Move items that have wandered in here back to their right home.
- Dispose of e-waste and / or hazardous waste

Weekly

- Go through papers: file bills and medical, school and financial documents as needed.
- Clean your computer screen, keyboard and mouse with a quick, electronic safe wipe
- Put any new electronics cords, cards, or office supplies away.
- Clean out your inbox on your desk: file papers, create new folders, scan, shred.
- Add any to do lists on paper to your **Trello** board(s). Trash the paper.

Yearly

- Release anything not used this past year
- Scan any new medical records (major illnesses, vaccinations, and allergic reactions to medicines.) File the physical papers and electronic for easy reference and safe storage.
- Shred the 7th year of taxes and documentation. (Keep taxes and documentation for 5 to 7 years.)

**WANT YOUR HOME
OFFICE ORGANIZED
WITH ELEGANCE &
EASE WITHOUT THE
STRESS OF DOING IT
YOURSELF?**

[Schedule a Free Phone Call](#)



Don't forget to follow me on **Instagram** for more home office inspiration & how to's.

Thank You



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