



Planning Checklist: HOME OFFICE

Key Considerations

Use It How frequently is it used?
See It Should it be visible/displayed or behind a door or in a drawer?
Plug It Does it require a nearby outlet?

Count It How many items need to be accommodated?
Move It Is there a more appropriate place for it?
Toss It Is it time to dispose of it?

Table with columns: Use It (Always, Often, Occasional, Seasonal, Seldom), See It (Yes, No), Plug It (Yes, No), Count It, Move It, Toss It, Notes. Rows include categories like Books, Newspaper/magazines, Binders, Papers, Household files, Business files, Incoming/outgoing mail, Written messages, Bills and receipts, Computer, Printer, Fax machine, Telephone/cell/charger, PDA, Stereo/MP3 player, Television, Remote controls, Office Supplies, Printer paper, Craft supplies, Homework, Computer/electronic games, Children's artwork, 3D items, Beverages, Seating/lounging, Exercise equipment, and Other.