



1. Create Zones for a multi-purpose space.
2. Separate personal from professional.
3. Create 3 Power Zones.
 - Incoming
 - Outgoing
 - Recording
4. Create a work zone by clearing the desk top.
5. Separate your papers, books, magazines, bills, etc.
6. Eliminate the clutter by purging unwanted items.
7. Get storage and filing solutions for everything you need to keep.