



Your Step-by-Step Home Office Reset

This guide is designed to help you create a calm, functional workspace—one step at a time.

Step 1: Clear the Space

Remove all items that you do not want in your office.

Step 2: Position Your Desk

Clear your desk of everything. Then move your desk and place it where you want it (i.e. facing the door or facing a window).

Step 3: Reintroduce with Intention

Replace only the items you need to do your job using the following guidelines: Items used every day belong on your desk; items used once each week belong in a drawer or nearby; items used occasionally can be put on a shelf or stored away.

Step 4: Support the Space

Place other furniture to complement your desk area and in a way that will serve the other functions of your office.

Step 5: Simplify Paper Systems

Organize paperwork with a simple filing system, keeping personal and professional documents separate.

Step 6: Release What You Don't Need

Throw away, recycle or shred old and unnecessary documents.

Step 7: Add Personal Calm

Add personal touches: plants, calming decor, pictures, etc.

**Feeling Stuck, or Overwhelmed? Call Denise for a Consultation:
904-347-8354**



Your Guide To Home Office Productivity

A peaceful workspace is just the beginning—how you move through your day matters just as much. These gentle, practical strategies will help you stay focused, protect your energy, and create a workday that truly supports you.

Time Block Your Calendar

Schedule focused work, admin tasks, and breaks just like client meetings.

Batch Similar Tasks

Group emails, calls, content creation, or finances to minimize context switching.

Prioritize The Top 3

Identify the three most important tasks each day—and finish those first.

Minimize Digital Distractions

Turn off notifications, close unused tabs, and use focus modes to stay present.

Delegate or Automate

If someone else (or a tool) can do it faster or better, let it go.

Plan Your Week First

Weekly planning gives you direction and prevents reactive, chaotic days.

End the Day with Tomorrow in Mind

Review what you accomplished and prep tomorrow's priorities to start strong.

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