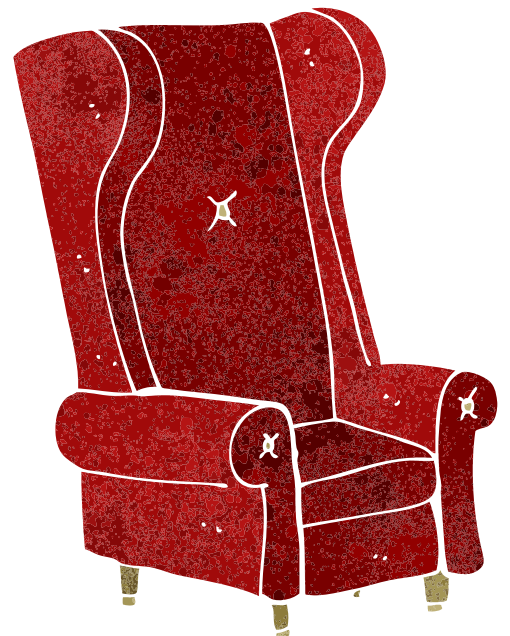
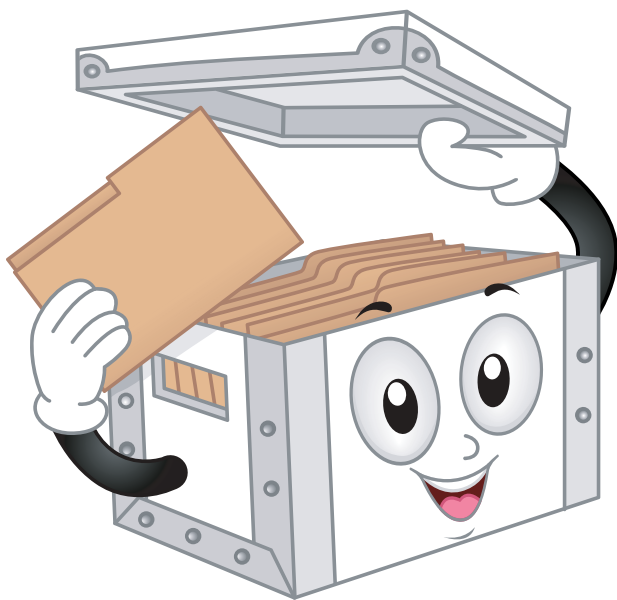


MUST HAVES ZONES FOR EVERY *Home Office*



- WORK CENTER ZONE
- DAILY PAPER ZONE
- REFERENCE CENTER ZONE
- SUPPLY CENTER ZONE
- PRINTING ZONE
- MAIL CENTER ZONE
- FILE STORAGE ZONE
- ACTION FILE ZONE
- FUN/LOUNGE ZONE
- QUIET ZONE

VISIT: [DALLASORGANIZER.COM/SHOP](https://dallasorganizer.com/shop)



SCHEDULE YOUR HOME OFFICE AUDIT AT:
[DALLASORGANIZER.COM/SHOP/OFFICEAUDIT](https://dallasorganizer.com/shop/officeaudit)

WORK CENTER ZONE
DESK+CHAIR +DAILY USED ITEMS

DAILY PAPER ZONE
TANGIBLE PAPER ITEMS YOU NEED TO GET TO QUICKLY WHILE IN PROCESS

REFERENCE CENTER ZONE
INFORMATION YOU MUST KEEP THAT MAY OR MAY NOT BE USED OFTEN.

SUPPLY CENTER ZONE
BACKUP ITEMS NEEDED TO CONDUCT BUSINESS EFFICIENTLY
SO YOU NEVER RUN OUT

MAIL CENTER ZONE
DESIGNATED HOME FOR INCOMING & OUTGOING POSTAL MAIL +SHIPPING SUPPLIES

PRINTING ZONE
PLACE WHERE THE PRINTER & ALL NEEDED ACCESSORIES & SUPPLIES LIVE

FILE STORAGE ZONE
LONGTERM FILES THAT YOU DONT GO INTO OFTEN BUT MUST BE KEPT AND STORED

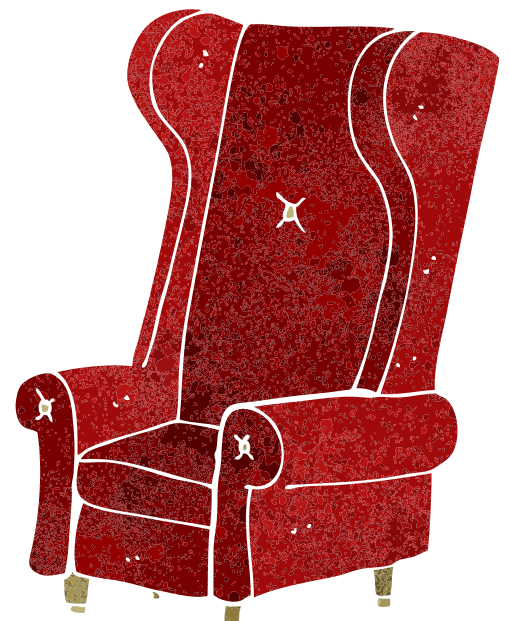
ACTION FILE ZONE
A PLACE WHERE YOU HAVE PROJECTS OR DOCUMENTS THAT YOU MUST TAKE ACTION ON
WITHIN 1 WEEK OTHERWISE IT BECOMES A PROJECT

FUN/LOUNGE ZONE
AN AREA WITH A TV, GAME TABLE & LOUNGE AREA TO BRAINSTORM, PLAY A GAME & OR RELAX.

QUIET ZONE (OUTSIDE OF YOUR OFFICE SPACE)
PLACE FOR A SHORT NAP OR CHANGE OF SCENERY, COULD BE YOUR PATIO, PRAYER ROOM,
SHE SHED, MAN OR WOMAN CAVE YOUR NON WORK ZONE

Necessary Zones

If your working
from home!



Treat Yourself

VISIT: DALLASORGANIZER.COM/SHOP

to: **LUXURY**



Office Upgrades

- PREMIUM DESK CHAIR
- EXCELLENT LIGHTING
- FOOT OTTOMAN
- FOOT MASSEGER
- WALKING TREADMILL
- GREAT HIGH SPEED INTERNET
- ADJUSTABLE DESK (AUTOMATIC)
- LIVE PLANTS
- HEALTHY SNACKS
- WIRELESS HEADPHONES/EARBUDS
- FIRE PROOF SAFE
- DALLASORGANIZER GRAB N GO BINDER
- QUICK VIEW CALENDAR
- EXTRA SUPPLIES
- BOOKCASE
- DOOR
- ALARM CLOCK OR TIMER
- SPACE HEATER
- WALL MOUNT REMOTE FAN
- TEMPERATURE CONTROLS
- KEURIG/COFFEE STATION/CART
- EMF ROCK'S
- HANDS FREE ASSISTANT (ALEXA)
- CROSS CUT PROFESSIONAL SHREDDER
- DESKTOP OR LAPTOP COMPUTER
- LAPTOP RISER
- LED +TOUCH DESK LAMP
- MONITOR
- COMPUTER MONITOR RISER
- HP PRINTER + HP INSTANT INK SUBSCRIPTION
- SPEAKERS TO CONNECT TO DESKTOP OR LAPTOP
- HIGH QUALITY AUX CONNECTED SPEAKER TO CONNECT TO ALEXA
- SURGE PROTECTORS W/USB OR UNINTERRUPTIBLE POWER SUPPLY (UPS)
- 2 EXTERNAL HARDDRIVES
- BOOKCASE
- STORAGE CABINET
- FILE CABINET
- OIL DIFFUSER
- ESSENTIAL OILS
- GEL ENHANCED SEAT CUSION IF YOU CANNOT AFFORD A GREAT DESK CHAIR EX: BODYBUILT CHAIR
- THROW BLANKET
- DESK ACCESSORIES
- FILE BOXES
- CLIPBOARDS
- WRITING UTENSILS (PENS, PENCILS SHARPIES)
- WHITE BOARD
- VISION WALL
- POST IT ACRYLIC BOARD
- WALL STORAGE
- PHONE
- CHARGING STATION
- 13 GAL OR LARGER TRASH CAN
- LETTER OPENER
- SCISSORS
- PLUSH DECORATIVE CURTAINS
- GUEST SEATING
- BLUE LIGHT BLOCKING GLASSES, ANTI EYE STRAIN HEADACHE COMPUTER GLASSES

VISIT ME AT DALLASORGANIZER.COM

