



A Guide to Creating a Workspace that Inspires Productivity

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Hello

I'm Laura, owner of
The Spruced Home



———— I'm a home organizer +
designer.

I help people simplify their
lives so they can get more
done in less time.

———— I strive for minimalism
and simplicity.

Clutter and disorganization
cause stress, anxiety, and a
decrease in productivity.
Through organization and
design, you can gain mental
clarity and get more
accomplished.

Let's get started...

How to reclaim your space and increase productivity...

1

Edit + Organize

Remove duplicate and unneeded items.
Sort and organize keeping like items together.
Keep a clear work surface.

2

Schedule

Prioritize and schedule tasks on your calendar to free your mind of that neverending to-do list and focus on what needs to get done right now.

3

Design

Our physical space directly impacts our state-of-mind. Creating a workspace that is minimalistic and inviting will increase your ability to focus and get more done.

EDIT + ORGANIZE

Step 1 Declutter

- Pens that don't write well
- Unneeded charging cords
- Duplicate office products
- Old unneeded notes + papers
- Email Inbox
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____



EDIT + ORGANIZE

Step 2 Sort



Paper Tray

Create a drop zone for incoming paperwork.



Magazine Holder

Space-saving storage for printer paper, notebooks, folders, etc.



Drawer Organizers

Make it easy to access your frequently used office supplies.

Step 3 Clear Surfaces

Visual clutter impacts our mood and causes distraction. Keep your work surfaces as clear as possible.

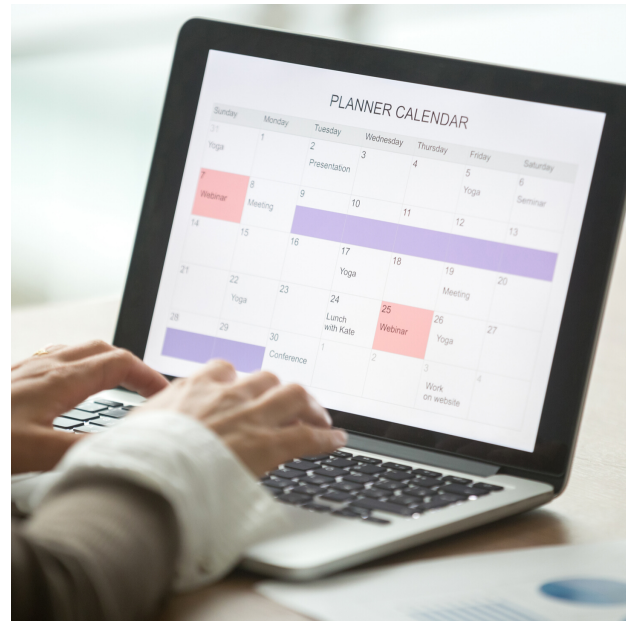
SCHEDULE

Step 1 Prioritize

Evaluate your tasks and schedule the best time to get each item done.

Step 2 Calendar

Be sure every task makes it on the calendar so it can be off your mind.



Step 3 Automate

Set calendar entries to repeat on a schedule.

SCHEDULE

How to Prioritize Tasks

1 List all your tasks and to-dos
The order doesn't matter. This is a brain dump.

2 Using the first checkbox, note the time frame in which each task needs to get done.
T=Today | W= This week | M= This month

3 In the second checkbox, number the tasks in order of importance for each timeframe.
T: 1, 2, 3... | W: 1, 2, 3... | M: 1, 2, 3...

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Use your numbered list to calendar
your tasks and to-dos.

Repeat this process as often as needed.

DESIGN

1 Lighting

Natural and soft-white lighting are best.



2 Furniture

Prioritize comfort and function.



3 Decor

Keep decorative elements simple and minimalistic.



Let's Connect

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