

Home Office Transformation



This retired couple maintain separate offices in their home.

BEFORE: Her office resided at the far end of their Master Bedroom. Her desk was piled high with papers. Additional piles were on nearby furniture, in bags, baskets and boxes surrounding the floor beneath and around the area.

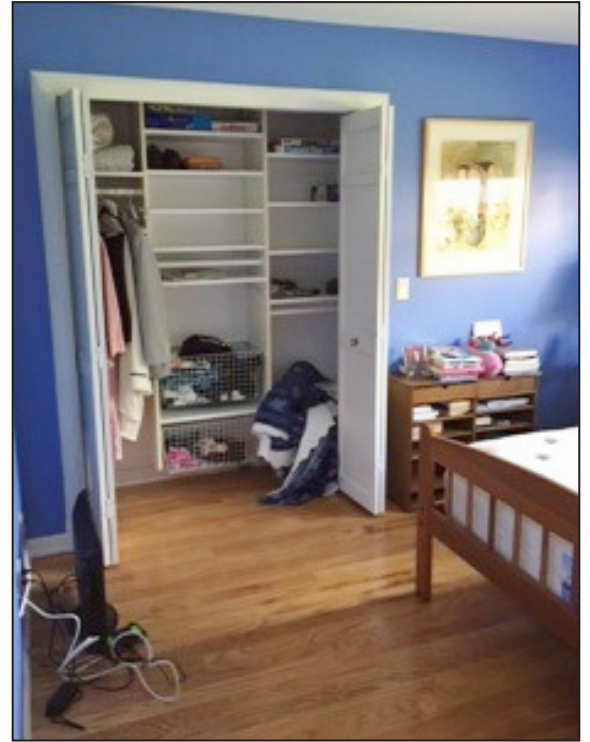
AFTER: The desk and papers were moved to a spare bedroom which now acts as her office. The remaining furniture was moved closer to the sliding glass doors to create an inviting seating area that provides a relaxing space for family members to converse and connect.



"OMG Toni, I have no words!!!! I am tearing up at the vision of the sitting area in the master (bedroom) being usable again. You are amazing!!!!"

JJ—Daughter, California

Guest Room Makeover



BEFORE: This seldom used guest room was transformed into her new office. We moved the queen bed and dresser into another guest room. The old furniture from the 2nd guest bedroom was donated to charity. We **emptied the closet** and adjusted the shelves and baskets to provide ample space for a file cabinet and office supplies.



Office Staging Area

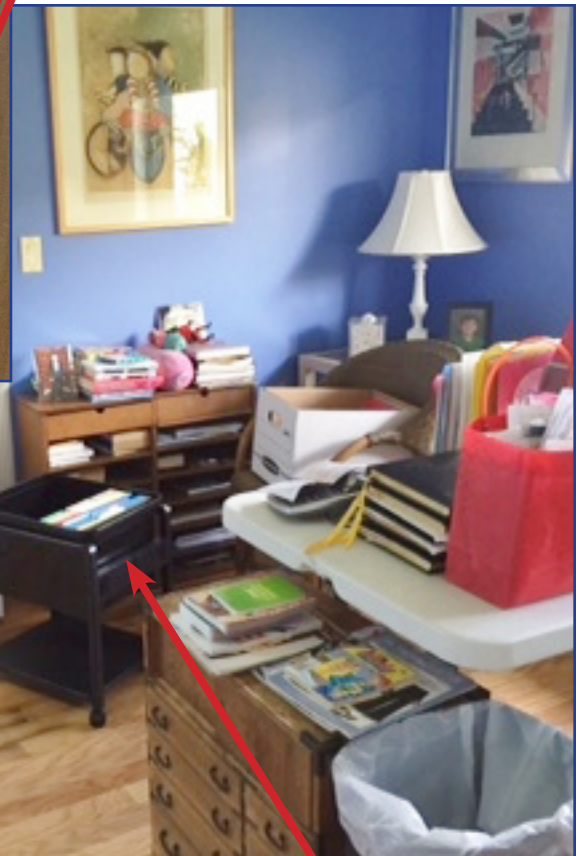


We set up a temporary **work table** along with a garbage can and a container for items to be shredded as we sorted through everything. Both were filled to capacity each day.

All of the papers from the Master Bedroom were moved into the new office along the wall **under the window** with priority papers **stacked in boxes** nearby.

"I love the way you dove right in and got us to work. Thank you so so much for all the encouragement, as well as your kindness and patience. The tasks ahead seem far less daunting with you at the helm!"

KB, Daughter—West Palm Beach, FL



New **color coded files** were created as we discovered categories she needed to retain and access on a regular basis.

Office Staging Area



Together we diligently sorted through every piece of paper—purging, shredding, filing, organizing. There were literally hundreds of decisions made each time we worked together.



"Mom sounded like her old self again for the first time in ages. Whatever you did was miraculous."

GB, Daughter—New York



Slowly but surely the boxes, bags, baskets and miscellaneous containers **disappeared** as we approached the end of our sorting. So encouraging to see light at the end of this tunnel!

New Totally Organized Office



"Grateful is not a big enough word to express how I am feeling—I am so relieved. You are amazing."

JJ, Daughter—Los Angeles, CA

As you enter the new office, there is a **cork board** with a calendar to post upcoming events, invitations, etc. and a **white board** for inspirational messages.

The small **bookcase** below holds working files of Bills to Pay, Calls/Followup to Make, Papers to Read and Review, and a file for items to distribute to others.

Below that are **two baskets**: one for him and one for her. As she finds items that belong to him, she places them into his basket to review later. When he finds items he wants her to read, he places them into her basket.

On the **bottom shelf** are a box of photos and a stack of diet/health related books—both to be sorted and relocated at a later date.

The New Office Supply Closet & Files



Now **office supplies** are totally organized and near at hand in the closet.

As bills are paid at her desk or on the **computer**, they are easily filed in the rolling cabinet with **color coded files**:

Red—Paid Bills

Purple—Health & Medical

Blue—Homes & Property

Green—Banks & Investments

Yellow—All Other Documents



"Congratulations on the amazing progress you've made with Mom. Thank you!"

GB, Daughter—New York

The New Home Office



This 82-year-young woman is an amazing force to be reckoned with when she puts her mind to accomplishing something. She is intelligent, sharp, funny and persistent which made working with her a total delight. After 41 hours of diligently plowing through mountains of papers, she finally has a place to comfortably manage her personal affairs.

It was truly a pleasure to help her gain control of paperwork and create a functional office to support her new retired lifestyle.

Toni

If you or someone you know would like to create harmony, beauty and order in a home or office, please contact me for more information about:

- Organizing
- Home Staging
- Room Makeovers
- Relocations & Move Ins
- Feng Shui Consultations

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PS: A sofa was purchased for the area between the two end tables.

