



REFRESH
DESIGN



7 Essentials

TO MAXIMIZE YOUR
MULTI-FUNCTIONAL
HOME OFFICE



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It's 1 pm, your toddler is down for a nap, the house is quiet- and you have some time in your home office to work. But you walk in, then walk right out again because it's a disaster and the time it takes to clean it up would eat up all of your work time, so there you are at the dining room table, again.

UTILIZING A HOME OFFICE WORKSPACE THAT'S SHARED WITH THE FAMILY CAN BE CHALLENGING.



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Here are seven essential categories to maximize your space based on the seven most common issues with shared home offices. Put these solutions into practice and you'll find added peace and productivity in your life + business!

Issue #1:

I DON'T KNOW WHERE TO PUT ALL THE THINGS

TWO QUESTIONS TO ASK YOURSELF WHEN SEEKING STORAGE SOLUTIONS:

DO I REALLY NEED TO STORE THIS?
IS THIS SOMETHING I ACTUALLY USE DAILY
THAT'S BENEFITING ME AND MY BUSINESS?



Then donate it or recycle the item. Create space to breathe before you mindlessly store everything.



It's time to take inventory of everything you need to keep in your office space. *(Use the inventory guide attached.)*

ONCE YOU KNOW WHAT YOU NEED TO STORE, CONSIDER A MULTI-FUNCTIONAL BUILT-IN STORAGE UNIT OR A FREE-STANDING STORAGE UNIT.

Built-ins can be a solid investment choice for the custom solutions they provide. Utilizing cupboards and drawers allow you to create a space that's out in the open but can close up when not in use. You can combine closed storage space with open shelving for books, artwork and baskets for even more versatility.



PRO TIP FROM AMY: One of my favorite ways to maximize a built-in is to store your printer on a slide-out tray with an electrical plug behind. Slide it out when needed and back when you don't. Other things I love to hide in built-ins:

- *Electrical plugs and Charging stations for phones/tablets/electronics*
- *Office supplies*
- *Files*
- *Anything that's needed but would look like "clutter."*

DON'T HAVE THE BUDGET FOR CUSTOM BUILT-INS, OR PREFER A TEMPORARY OR MOBILE SOLUTION?

One of our favorite budget-friendly tips for this is to use ready-made cabinetry from your home-improvement store, or the Billy bookcase series from IKEA. The Billy bookcase offers different heights and doors that can be customized on a budget!

**Be sure to use the storage planning tool attached, to figure out how you will store everything and record measurements for built-ins or cabinets.*



Issue #2:

I HAVE NOWHERE TO PUT A HOME OFFICE

When you don't have a surplus of space, setting up a home office can seem daunting. But, it will be easier to focus on your work if you can get creative and rethink your options!

HIDE YOUR HOME OFFICE IN A CLOSET

- A guest room closet can allow you a space that's not often used by others.
- Living rooms or kitchen closets keep you in the center of the action.
- A hall closet can work, the idea is to simply open the door and get to work!

UNDER-UTILIZED AREAS OF YOUR HOME

- That strange nook underneath your stairs that you can't find a use for.
- For the truly adventurous - a small storage shed adjacent to your home - the ultimate she-shed!
- You could even convert part of a garage into a home workspace, or build above a garage.



DOUBLE DUTY SPACES

- A desk + chair behind your sofa as a workspace that doubles as a sofa table when not in use.
- Built-ins to the rescue again, as you can turn a wall of any room into an office space.
- Keep your dining room functional and add a home office element! You've probably seen people turn their formal dining rooms into home offices, but how about keeping both functions? Add some built-ins on the longest wall to house books/office supplies/printer, use the dining room table when you need to spread out to work, and put it all away again in the built-ins when you need the dining room back.

Issue #3:

I HAVE A SEPARATE HOME OFFICE, BUT IT'S NOT IN AN IDEAL LOCATION (SUCH AS A BASEMENT, ATTIC, GARAGE BONUS SPACE)

It sounds like you need to increase functionality and coziness!

- Amp up your lighting. Grab some lamps with a 2700K color temperature for warmth.
- Light up corners of a room with floor lamps to create a cozy vibe, get a cool looking task lamp for your desk area.
- Add a candle in your fave scent on the desk to create a warm glow while you're at work.



Adding in layers of light will not only help the function of the space (so you can see what you're doing!) but will also make it feel warm and inviting.

- Hide any not so pretty details with a room divider, or a curtain hung from the ceiling.
- Get creative; you can use old doors or windows, bookshelves (we like IKEA's Kallax—you can mix up books with baskets to hide clutter!), shipping pallets, or DIY panels with wheels on the bottom for easy moving.
- Add real plants if you have good lighting. Even a good quality faux plant or tree goes a long way to add some life and warmth to a room (we [like this](#) or [this from World Market](#)).

By adding color, warmth, and life (through plants) you can transform even a dark, windowless space into one of your own!



Issue #4:

I HAVE TO SHARE MY OFFICE SPACE WITH A PARTNER/CHILDREN/ROOMMATE

In shared workspaces, I like to design one cohesive work area with separate desks and storage.

- Same style desks, cohesive color palette.
- Each area customized for its user (with things like a pin board area where they can put inspiring art or to-do lists and personal photos, shelf space by each workstation for supplies or books).
- A must-have in any shared workspace? Noise-canceling headphones.
- Remember built-ins? They're a great way to create that "me" space in a shared room.



PRO TIP FROM AMY: Often I hear from home-based entrepreneurs that they don't have an area that is "just theirs" because it's in the living room or dining room. Built-ins are great because they can fit inside a closet, go along a wall in a dining or living room and fit in seamlessly with the rest of the space while creating an inspiring workspace that you can customize.

Issue #5:

EVERYONE ELSE'S STUFF MIGRATES TO MY AREA

This happens when other stuff doesn't already have a place to go - or if it does, it's either not working well or not enforced!

- Create a dedicated “drop zone” in your home that is NOT in your home office. Maybe it's a mudroom, a corner of the kitchen, or hooks and wall pockets by the front door.
- Give everyone in your home a dedicated and prominent place to put their stuff (heck you can even label it by the family member's name!).
- When they do try to put something in your home office space, it's glaringly obvious that it doesn't belong there and gets immediately directed back to its rightful home.
- Again, built-ins can work here: Add in a cabinet or shelf space for family odds and ends, so they don't creep into your precious workspace real-estate.



Issue #6: CORDS

With all the electronics that help us do our jobs, come all the electrical cords. Without consideration they can clutter your existence and make you sad.

- Add grommet holes in the desktop to feed cables underneath, so they aren't all piled on top of your workspace.
- For handheld devices create a charging station or use wireless charging devices.
- Put an outlet in a drawer and charge devices in there.
- Bundle cords with specially made Velcro strips and tag each cord, then you can run them behind your desk and down the leg along the back for a cord-free look.



Issue #7:

THE DISTRACTIONS OF WORKING FROM HOME ERODE YOUR PRODUCTIVITY



HERE AT REFRESH DESIGN, WE'RE BIG BELIEVERS THAT YOUR ENTIRE HOME CAN BE A CATALYST TO ACHIEVING YOUR DREAMS.

Your home office is not the only room that holds the magic. Finishing your home projects everywhere else will give you peace of mind and create a calmness that will spill over into your home business productivity for sure.

1.

MAKE A WHOLE HOUSE PLAN. Even if you can't tackle all of your home projects immediately or all at once, having a plan to know what rooms are a priority and where the others fall can help give you peace of mind in the waiting, and also assist you with planning your budget and schedule.

2.

DECLUTTER AND GET RID OF EVERYTHING YOU DON'T NEED! Even if you can't start a new project yet, you can always clear the path, so you're ready when the time comes. And in the meantime, your home will be cleaner and less cluttered, which is a huge stress reliever.

3.

CHANGE WALL COLOR IN YOUR OFFICE TO ONE THAT BOOSTS FOCUS AND PRODUCTIVITY! Color psychology tells us that blue and green are great colors to provide a focused and productive environment. In my own home office, I love having creamy white walls as a neutral backdrop to the creative work I do daily. Really, it's all about what inspires you to do your best work!

A couple of my favorite office wall colors:



Benjamin Moore
Gentleman's Gray



Benjamin Moore
French Canvas



Benjamin Moore
Shoreline Gray



Sherwin Williams
Cascades





YOUR HOMEWORK: INVENTORY GUIDE

Use this page to take inventory of every item you need to store in your home office, include all supplies, books, even some decor. This will help you determine what combination of storage you will need.

BOOKS

DECOR

SUPPLIES

TECH

FILES

MISC.



STORAGE PLANNING TOOL

Review your Inventory page and group items together by likeness and then how often you access them (daily, weekly, monthly, less). That way you can store the items you use frequently within reach and those used quarterly/annually on higher shelves or tucked away somewhere.

DAILY

WEEKLY

MONTHLY

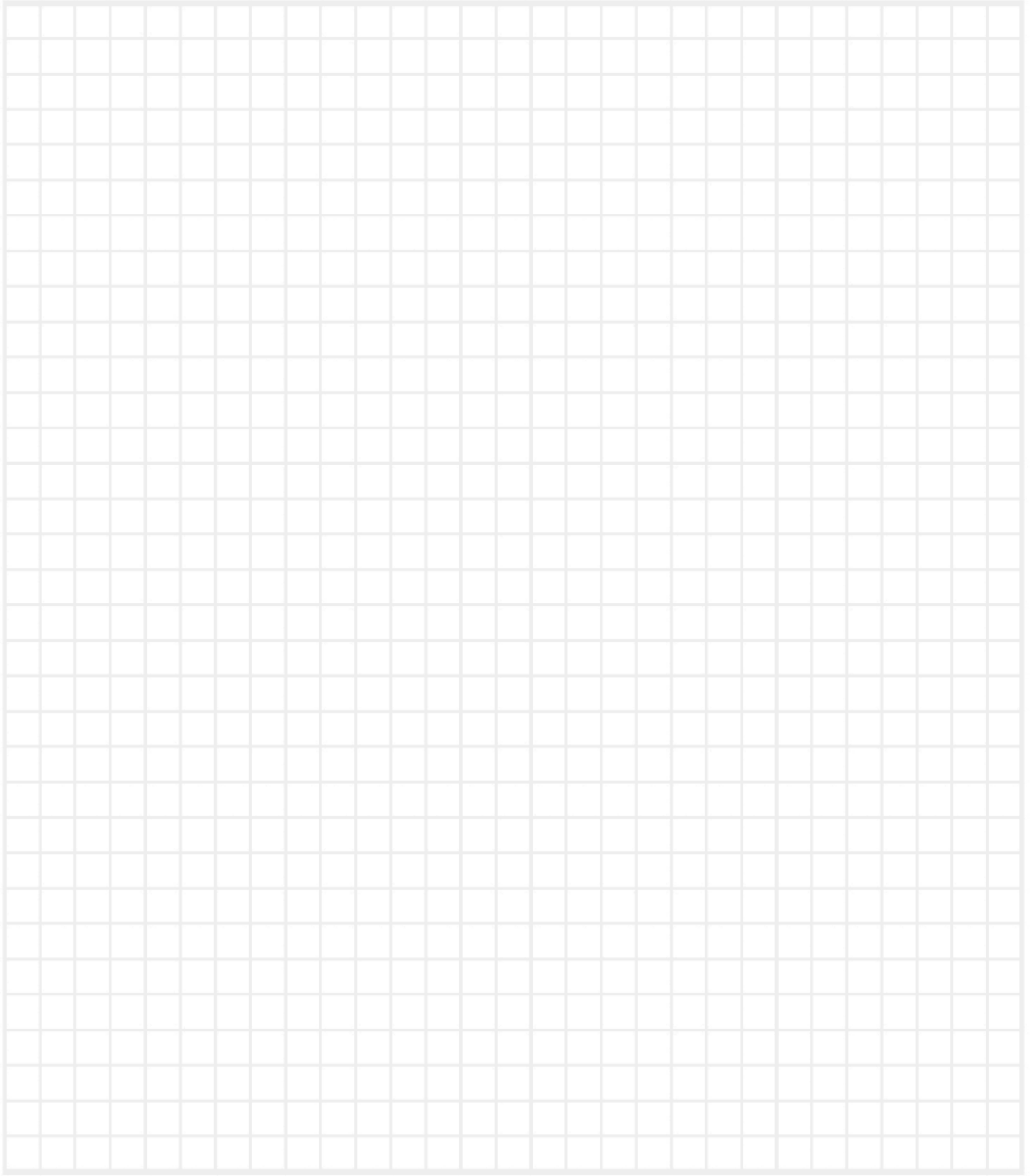
**ACCESSED
RARELY**

STORAGE IDEAS, SKETCHES

Envision your ideal space, you can even draw it out on the next page. How much open shelving do you want for books, art, photos? Remember, this can look cluttered if not intentionally curated. Do you need drawers, cupboards, baskets? How about a cork board or a dry-erase board on the inside of a cabinet door? Maybe a fold-down desk or additional workspace?

MEASURE IT RIGHT:

1. Draw out the general shape of your room on the next page (this is the floor plan), and note where the walls are facing- north, south, east or west. You can draw this by hand, or use an app such as Magic Plan.
2. Measure the overall length and width of the space, noting that in feet and inches.
3. Measure each wall (length + width) noting any special features like doors, windows or fireplaces.
4. Measure the ceiling height and note any ceiling light fixtures.
5. As you select your furniture pieces, add their measurements (width, depth, height) into the plan making sure they fit where you want to put them, making sure they are not creating an obstacle to how people walk through the room, and also making sure they'll fit through the doorway, too.



READY FOR A HOME THAT SUPPORTS YOUR LIFE?

GET THE MOST OF YOUR OFFICE SPACE WITH A DESIGN
POWER SESSION TO GET YOUR JOB DONE FASTER AND
MORE EFFICIENTLY THAN GOING IT ALONE!



I've created this value-packed, affordable one-on-one session with busy working moms in mind! I can't wait to help you create the space and life you crave!

The **Design Power Session** is perfect for you if you're planning to DIY or hire your own contractor and do your own purchasing but you need some expert advice before you get started. It's great for you if you need to prioritize all the areas you want to work on in your home or start selections for a new build but need a design vision and direction first so you don't make costly mistakes later.

**LEARN MORE ABOUT DESIGN
POWER SESSIONS**