

Planning Checklist: HOME OFFICE

Key Considerations	Use It	
	See It	

 How frequently is it used?
 Should it be visible/displayed or behind a door or in a drawer?

Plug ItDoes it require a nearby outlet?

Count ItHow many items need to be accommodated?Move ItIs there a more appropriate place for it?Toss ItIs it time to dispose of it?

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Computer/electronic games Image: Computer/electronic games Children's artwork Image: Children's artwork	
Children's artwork	
3D items	
Beverages	
Seating/Iounging	
Exercise equipment	
Other:	