

# Make Your Home Office Work

If you're one of the millions of people who work from home, you want your home office to be as productive as possible. Brandie Kajino, owner and principal of The Home Office Organizer, and Monica Friel, President of Chaos to Order, have some tips for you.

**1. It stands to reason that people who are more organized make more money and sales.** Write a to-do list of things you need to accomplish and check them off throughout the day. Don't waste a lot of time on tasks that add no value, such as paper shuffling.

**2. Work without distractions.** "Keeping distractions at bay when you're working from home is paramount," says Friel. "To keep distractions to a minimum, turn off the e-mail bell when new e-mails come through." She also recommends doorbells that are answered via the home's phone system. "This way, you aren't running to answer the door when someone comes. You can answer the phone and tell them to leave packages at the door," she says. Set up boundaries with family and friends, too, so you can get your work done efficiently with minimal interruptions.

**3. Sort and edit.** Back to the paper shuffling: "A good file system is critical for keeping up with mail and paperwork. Spend 15 minutes at the beginning or end of the day to clear up paperwork and sort things out," says Friel.

"Organization means you can find most anything in about five minutes; what that looks like will be different for everyone, so consider what works for you personally," Kajino adds.



## Shamrock N' Roll!

It's that time of year again, when everyone is Irish and everything is green. Download these traditional and contemporary Irish songs to get your St. Patty's Day celebrations started.

1. "If You're Irish (Come Into the Parlour)"
2. "When Irish Eyes are Smiling"
3. "Whiskey in the Jar"
4. "MacNamara's Band"
5. "The Irish Rover"
6. "My Wild Irish Rose"
7. "The Rattling Bog"
8. "I'm Looking Over a Four Leaf Clover"
9. "Wild Rover"
10. "The Unicorn Song"



## Land a Client Meeting

Greg Armstrong, western regional manager of Adventures in Advertising (*asi/109480*), offers three ways to increase your chances of getting that first face-to-face appointment.

1. Send a self-promo that is creative and grabs their attention. You're good at that!
2. Follow up relentlessly.
3. Be ready for any objections to using your services and never miss the opportunity to ask for a meeting.

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