

Readers Guide

How
to ...

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GIVE YOUR WORK SPACE A FACELIFT

of ways and many products exist to remedy this problem, including the use of "cable tamers" — translucent split tubes that bundle wires and cables tidily under your office desk, leaving the floor free of clutter.

2. Computer wire management.

Cable ties and Velcro wraps are an extremely effective and inexpensive way to organize loose wires and outlets in the work area. For example, affixing Velcro to the back of a power surge protector allows you to fasten it to the side of your desk, so it's not only organized but also out of sight.

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3. Desk outlets.

How nice would it be to have your RJ45, Cat5, Cat6 and power outlets all in one area?

Very ... and desk outlets are just the ticket.

Whether you attach one to your desk, or grab a few for the conference room, pop up desk outlets are helpful in making things more efficient as well as organizing the cables around your work area. They are especially useful when installed to adhere to a conference room table. These nifty outlets can even be customized to accommodate your particular needs.

4. Desk grommets.

If your biggest cable mess is the one on top of your desk, go "pro" with desk grommets that allow you to organize your office desk by compiling and routing the cords from your phone, fax and computer below the work surface and out of sight.

Here are the 10 easiest ways to give any office, work or study space a much-needed makeover.

"Whether in a home or work-place setting, getting your office organized and 'under control' is not only aesthetically pleasing, but also makes the environment safer and often helps people increase their productivity," said CableOrganizer.com Product Specialist Christina Hansen.

1. Cable control.

Computer cables can be protected and organized in a number

5. Surface raceways.

Home office wires that run across the floor to a distant outlet are among the most dangerous office situations, with a high risk of injuries or damaged equipment (and liabilities related thereto). Fortunately, surface raceways are a readily available and easy way to organize and protect electrical cords that run along the floor or on the wall. These "cable channels" are made of tough PVC and can be painted to match your home or remote office decor.

6. Cord protectors.

These wire cover systems are another great way to keep from tripping on loose cables and cords running across a walkway or behind your desk. Cord protectors cover, hide, and protect cords and cables while keeping floors clear and safe. They also lay flat and stay flat and are decidedly easy to install.

7. Computer cable clips, ties and wraps.

Beyond protection, a breadth of products are available to make that tangle of cords neater. Computer cable clips, cable wraps and cable ties will ensure that your office environment is not only safe but tidy as well.

8. Label makers.

An organizer's best friend. In addition to the typical, and wonderful, use for labeling storage and other containers, labeling also prevents equipment wiring from becoming entangled and generally mixed up.

9. Storage containers.

Clearly labeled and organized storage containers are an office must-have to store papers, files, workbooks, office supplies, electronics, and the litany of other items that commonly stack up so that even the desk is hard to find.

10. LCD display monitor mounts.

Implement a solution that will free up valuable desk space and relieve the eye, neck and back



strain of viewing LCD monitors.
Adjustable LCD monitor mount
arms, stands, and wall mount sys-
tems are just the ticket.

For more tips, visit online at
CableOrganizer.com.

The Readers Guide is a public service provided every Monday.