

Take back your office by controlling clutter

Whether in a home or workplace 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.



GUEST
COLUMN
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With this in mind, here is a collection of office makeover tips:

■ **Cable control:** Computer cables can be protected and organized in a number of ways, and many products exist to remedy this problem,

including “cable tamers” – affordable translucent split tubes that bundle wires and cables tidily under your desk, leaving the floor free of clutter. The point is, taming those wires is office makeover mission No. 1.

■ **Computer wire management:** Cable ties and Velcro wraps are an extremely effective and inexpensive way to organize loose wires and outlets. 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. Or, quickly and easily bundle loose wires with some cable ties – a budget-friendly way to keep the office tidy and efficient.

■ **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. They are especially useful when attached to a conference room table.

■ **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.

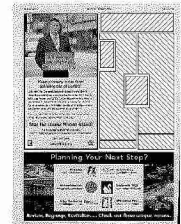
■ **Surface raceways:** Home office wires that run across the floor to a distant outlet are among the most dangerous office situations, with a high risk of injuries or damaged equipment (and related liabilities). Fortunately, surface raceways are a readily available and easy way to organize and protect 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.

■ **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 lie flat and stay flat and are decidedly easy to install.

■ **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.

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

■ **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 mounts are



just the ticket.■

Paul Holstein is the co-founder and COO of CableOrganizer.com, which offers single-point access to products to manage the clutter of office, home or remote office and workplace equipment

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