

OFFICE / COMPUTER ROOM

IMPORTANT REMINDER FOR EACH ROOM/AREA YOU DECLUTTER/CLEAN... If you haven't needed it, worn it, looked at it, or used it in a year (6 months if you really want to be ruthless) than GET RID OF IT! Quit keeping them *INCASE*... Jesus may come back before you use them, so bless someone else and give them away!

Before beginning, make sure you have a:

- "KEEP" box (to go through after you're done with the room)
- "THROW" bag
- "BLESS" bag (for garage sale or to give away)

Keep those words in mind while you're cleaning/de-cluttering/organizing each room! "Keep, Throw, Bless"... MEMORIZE THEM... TAKE THEM TO HEART... THEY ARE YOUR FRIEND! (Tee hee...)

To make sure you have as little interruption as possible, the following ideas are helpful as well:

- have your phone in your cleaning kit (so it doesn't get lost) or let the answering machine get it (which is what I would suggest so you don't get stuck talking on the phone!)
- have water to drink (you could have little water bottles for the kids too if they're helping)
- music to get ya movin'
- your organizer with the "To Do" List filled out so you can be checking things off as you go

Okay... after you've done that, it's time to get cleaning! The following is a list of ideas that might help in cleaning your office/computer room:

- Begin by taking a picture of the room before you get going... seriously... TAKE A PICTURE! This will be evidence... um, I mean, this will be an encouragement when you're done and you see what you've accomplished!
- Start in the furthest corner of the OFFICE/COMPUTER ROOM. Begin the "bulldozing" process, top to bottom (or whatever method you choose... the bulldozing process is simply moving through the room like a bulldozer... starting at the top and working your way to the floor in continually moving to the doorway putting things in the designated Keep, Throw, Bless boxes/bags).
- Get any cobwebs or dust bunnies off the ceiling, ceiling fan, or light fixtures. This might be the time you decide to wash the light fixtures as well. (Bugs are NOT supposed to be in there by the way... did I just reveal something?...)
- Do your curtains need washing? Take them to the washing machine if so and get that load going while you continue to clean. (*Note: MAKE SURE THAT YOUR CURTAINS/DRAPERY IS WASHABLE! The first time I did mine, they shrunk about an inch!*) If you have blinds, what do they look like? Taking them down and washing them either outside or in the tub is an easy way to get them clean. They can just sit in there and soak. A sponge should get them clean by just wiping. Don't forget to rinse them.
- While you have your window treatments down, wash those windows and window sills (trim work).
- Do your walls need any touch up paint, or can you just wash the little handprints off? Don't forget the switch plates as well.

- Dust or clean (using cleaner) any wall hangings.
- Dust or clean your computer (using only appropriate cleaners... don't get your computer wet!), printer, scanner, etc.
- Organize the *top* of your desk. You may want to use the "bulldozing" method for this as well. Sometimes when I'm really overwhelmed at the pile that's there, this is the most helpful. If you choose to do this, take EVERYTHING off and set it on the floor and begin going through everything, replacing what you want on the desk, and putting the rest in the garbage, or keep box to deal with as you finish the desk (for example: pens, paper, bills, etc that have another place to go).
 - Check your supplies, like your printer paper, ink cartridges (which is always good to have at least a black cartridge on hand if at all possible... if you can't do it now, put it in your notes to go on your shopping list), etc.
 - Don't forget any CDs or computer games as well. Make sure they're organized and protected.
 - Do you have a place to keep your mail and bills? Whether you take care of the bills or not, having a place for them will keep them from being forgotten (um... not that that's ever happened in my home...).
- Organize *inside* your desk. Again, take everything out of each drawer and put back only what you want. You may want to get little organizer bins (found in the "hair" section that are cheaper than the ones found in the "office" section at most stores). This will help your pens/pencils stay organized, as well as paper clips, staples, etc. that you might have in there. If you're low on any of these supplies than mark it in your notes for your next shopping trip (keep in mind that August is a great time to stock up on these items when the public school kids get their supplies and the prices are really low!).
 - When organizing your desk, evaluate what's going in there as well. Check all of the pens to make sure they work, as well as counting how many you have... if you've been collecting pens, it may be time to narrow your selection a little. How many do you really need?
 - How many checks do you have? Do you need to reorder soon?
 - If you have a file cabinet, how is that looking? Do you need to go through that? (To try and keep some of my children's accomplishments for the school year, I was torn at what to keep them in and how to store them. My friend had a wonderful idea that she does with her children. She keeps a folder for each of them and they decide what they'd like to go in the folder. At the end of the year they decide what to keep and put them in a binder to remember their school year. This could be done for homeschool or public school children and speak volumes to the kids on how you feel about what they're learning.)
- Wipe off any other furniture you might have in there.
- Wipe/wash the trim work (baseboards) off (a great job for the kids as well!).
- If you have a rug, then take care of that, do you need to take it out to shake, vacuum or shampoo it?
- Don't forget your vents. Depending on what kind you have, do you need to take the hose to them and vacuum them out?

- Finish by vacuuming (or washing/scrubbing your floor if you have hardwood).
- Once you've finished the room, take your "KEEP, THROW, BLESS" bags and boxes out. This is important! Put the garbage one in the garbage... DO NOT leave it by the door for later... DO IT NOW! If you're going to give the "Bless" bag to charity, or something similar, then put it in the vehicle RIGHT NOW! If you plan on having a garage sale, then take it to the garage, and put the "Keep" box in a place where you will go through soon (while watching TV is a great time to do this, or in the evening while the kids are in bed... put some music in and spend time with the Lord talking about the day).
- Take an "after" picture! (I like to light a smelly candle after I've cleaned a room. Just an added touch for my husband to walk into when he gets home. Another touch could be flowers too.)
- Step back and pat yourself on the back! Great job! "X" it out on the "**Clean Heart, Clean Home Challenge**" **At A Glance Calendar!**