

Office Brilliance

Hello!

I'm moving to a gorgeous new office in a few weeks (2, I need to not pretend I have more time than I do!)

I am trying to be more organized about the move-in and set-up of my office.

Looking around your office, what one or two choices are you especially glad you made? I may purchase a bit of furniture--a standing desk and gel mat are in the plans, and who knows besides that.

What are you especially glad you have or are happy you got rid of?

Glad I have: wall pockets mounted on the sides of the desk; sufficient staplers, staple removers, and SCISSORS, sufficient clocks, lots of little cubbyholes in my hutch on my desk, cool-mist humidifiers, bulletin boards, sufficient calendars so I can see every month for the next 7 months with each getting flipped to the next month regularly (I have one of Derek Jeter, one of the periodic table, one of kittens, one of Harleys, one of islands, one of Georgia O'Keefe), a new chair mat that makes me feel like a princess because it's so smooth. Oh yeah, and plants.

Marilou Auer, a nonlawyer who loves her office almost as much as she loves her boss

I wish I had done the things that I wanted to do when I thought about wanting to do it.

I have a 4x6 whiteboard that sits atop some waist high bookshelves because I didn't get around to hanging it and now that our lease has only one year left, I don't "feel" like hanging it.

I wish I would have bought more bookshelves before I got used to the piles.

I wish I would have brought the sofa to the office.

My suggestion: schedule some time to get your office right. And then schedule some follow up time.

Enjoy your move,

Jimmy McMullan, Alabama

SoloSez Popular Threads, February 2013

Having moved twice in the last three years, I am glad I purchased furniture that I could add new pieces to. So, I added a short matching bookcase last move, and this time I ordered a tall one for that perfect corner.

If you like being matchy-matchy like I do, of course.

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Ellen Victor, New YHork

I have some photos that I've taken and artwork (not expensive, but a little nicer than posters) that personalizes my space so people entering my office can get a sense of who I am. It also makes me very happy to see it, and so encourages me to spend time in my office

Susan

Susan Zinder, New York

A really pretty lamp that casts a lovely light when I am working late...it just makes me feel better.

Pics of my kids...reminds me why I am working late.

My wireless mouse. I will never use anything else.

I wish I had a better docking stereo system so I can my iPhone to listen to music or the radio.

Karel Karpe

Think about how you work, what you want within easy reach, and plan where to put those things. Especially consider the computer and components – and organizing and hiding the cables.

Extra lighting, other than the ceiling stuff - desk lamps, table lamps. Task lighting makes the difference between strained and rested eyes, and adds warmth [not heat] to the office.

Figure out *your* style, and go with it. Lots of people think it has to be banker/executive/traditional. Not so.

Have hidden but handy space for personal items.

Unless you're planning to go paper-less, get more storage than you think you'll need.

In addition to that nice new standing desk, still get a good sitting chair. You'll want to sit some of the time.

SoloSez Popular Threads, February 2013

And take breaks. It's so easy to overwork on moving and exhaust yourself.

Good luck and congratulations.

Miriam N. Jacobson, Pennsylvania

My filing cabinets are behind me, but still near my chair mat, so I can roll back and forth. I like that a little too much.

(weeeeeeeeeeee!)

Corrine

Corrine Bielejeski, California

Congratulations on the new space. From a practical standpoint, make sure that you have power, phone and network connections everywhere you might need them. I'm in my fourth office space in eight years. I have consistently driven them nuts before move-in. One power outlet on each workspace wall, and one outlet per six feet on walls longer than ten feet. Network and phone connections on each side of every doorway. (Not right up against the door. The purpose is to make sure that I never need a cable on one side of a door and have a connection on the other side.)

I am really glad to have a real living room in my office - separate room with no business purpose other than to be a living room. It's where I meet clients unless we are going to sign papers.

And, then, from my Marine Corps days - I have a LOCKED cabinet with two reams of paper, a complete set of toners for every printer type, scissors, pens, stapler, etc. - every consumable in the office, plus any kind of power cord, USB cable, etc. I call it the "Ark." The Ark ensures that we never have to stop working because of a supply failure. Nothing can be removed from the Ark without being replaced immediately.

My favorite items are my Brazilian Rosewood Eames Chair and my Jura Capresso automatic coffee maker/espresso machine. I do some of my best thinking while sitting in that chair and drinking that coffee.

Cheers,

David Allen Hiersekorn, California

SoloSez Popular Threads, February 2013

I'm hopefully upgrading my office in June. I have been planning to steal that idea from you. I think it's great!

I never need to sign more than a single paper with a client, so I don't need a big conference table for anything. Most of my in-person meetings (few & far between) are me, the client, and a family member. I plan to have a nice club chair for myself, a couch, and maybe one more chair if space permits.

The bonus is that we'll have space for firm brainstorming time too! :)

Andrew Flusche, Virginia

Andrew,

Yeah, I love it. And, it's not really fancy, either. I just went to Ashley Furniture - a mid-range furniture store - and bought a \$1,400 living room set: couch, love seat, tables, lamps, etc.

My Eames Chair is expensive, but it's in my private office. I didn't BUY it. The chair was my dad's from when he owned a furniture store in the 1960s.

Anyway, you'll like the living room. It's a great environment for client meetings.

Cheers,

David Allen Hiersekorn

Ask yourself why you need a desk. Why not work on back bar, have a nice table and chairs instead of desk. Will make a big difference with clients. They will see you in a different way.

John Page, Florida

I have an old "Indiana Desk" it even has a place to stow a typewriter. It needs some work but hopefully I can get it done this year.

John Davidson, Pennsylvania

SoloSez Popular Threads, February 2013

What's a back bar? Since I started using a stand-up desk, makeshift, custom built, or the Steelcase, I didn't meet with clients in my "working" office, but in another room with table and chairs. My first conference table was a very nice dinette set, which didn't look dinette-y at all and fit into the decor of my office suite. Which also had a couch, for my own comfort, since I was standing for hours at a time. I did NOT use the couch when there were client meetings.

Miriam N. Jacobson

I'm guessing it's the long cabinet gizmo people sometimes have behind their desk.

Although maybe it's a bar full of delicious beverages. Clients would CERTAINLY see that in a different way. :)

Andrew Flusche

Long cabinet behind desk, unless it's not desk height, is a credenza.

Miriam N. Jacobson

You mean a CREDENZA ?

Sharon Campbell, Texas

When you sit at the bar and look straight ahead, you're looking at the back bar. My favorite restaurant has a bar and backbar. I have a mid-60s photo of the backbar, built in the 1850s. Big mirror, enough display area in front of it for all the pretty and expensive liqueurs or the Good Scotch. Cut glass doors on each set of shelves beside the mirror, with enough top space to set out the glassware. Waist high cabinet doors below for more bottles, trays, double barrel shotgun for the rowdies. That's where the music is stashed.

CJ Stevens, Montana
