

Where's your launch pad?

Do you have a launch pad? You may not be Cape Canaveral but your home and office should not be without one.

Office

How many items are lying around your office that belong elsewhere and often take weeks and months to get back where they belong? There is a coffee cup that needs to go to the staff kitchen. A stack of photos from your vacation you brought in to show your colleagues. A gift you were given that you plan to take home. All these items create clutter in your office.

Find a shelf in your office or an area near the door that you can use for your launch pad. Move all those items that need to be returned to others or those items you want to remember to take home. It will lessen the clutter in your office and keep you from forgetting things you planned to bring home or return. Remember to take a peak at the launch pad when leaving the office to see what can be taken with you.

Home

In your home you can create several launch pads. Perhaps you already have your own launch pad and don't realize it. Often the bottom steps of your staircase are already serving this purpose. Place items that need to go upstairs in the corner of the step so you take them up every time you go. Make sure it is not a hazard for those coming down the stairs.

You can also create a launch pad for yourself and your family near the main entrance. Place a small table or shelving unit near the entrance to collect items that need to be returned like library books or videos or errands that need to be run. Don't forget to include things that are going to be picked up.

Your launch pad will help trigger your memory to things that need to go out of your home and office. It will cut down the clutter and help you to save some steps and manage tasks more efficiently. Unlike NASA's, your launch pad won't take you to space, but it will help you make better use of your space.

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