Hadley

Organizing the Home

Creating an Organized Office Space Sample

It’s amazing how much time can be saved with a well-organized office space. Even a little organization can go a long way. So, c’mon, let’s get to it.

First, we’ll tackle the big stuff. Computers, scanners, printers, and video magnifiers should be arranged so you can move in a natural flow to different areas of the workspace. For example, put your computer directly in front of you and your printer to the right. Then, put your video magnifier on a desk at a 90-degree angle to your computer so you can easily move to look from one monitor to the other. And find a spot for an adjustable lamp. That way, when you need additional light, you won’t be scrambling.

Of course, the things you use most often should be put within easy reach.

Ed Haines: Now that you've had a chance to learn a bit with us, we'd like to learn more about you. Your name, email address, how you heard about Hadley and your relationship to vision loss.

Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course, if you prefer to talk through these questions we're just a phone call away at 800-323-4238. Taking these few steps saves your preferences so you can continue right where you left off and track your progress every time you logon.

Plus it connects you to the Hadley community and helps sustain our funding to keep Hadley free of charge. And last but not least, it gives you direct access to experts like me. Now, where were we?