



GOOD HOUSEKEEPING

Springify!

27

**EASY, FRESH
RECIPES
FOR EVERY
OCCASION**

the
**BIG
SPRING
CLEAN**

**SPEEDY WAYS
TO MAKE YOUR
HOME SPARKLE**

**PROVEN
SKIN-SAVERS**
**LOSE THE LINES,
GET THE GLOW**

24+ **PRETTY
FLOWERS &
EGG-CELLENT
DECOR IDEAS**

**WHY STRESS IS
GOOD FOR YOU** P 129

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JEFFREY PHILLIP®

GOOD HOUSEKEEPING

APRIL 2016

Organize Your HOME OFFICE

Score a Pinterest-worthy work space like this one with a few sneaky strategies for tackling paper pileup



Jeffrey Phillip
Organizing Expert
@jeffrey_phillip

GH's new clutter-buster on call, **Jeffrey Phillip**, has cleared the closets of high-profile homeowners like Oprah's bestie, Gayle King. Now we're tapping him to bring order to every corner of your home—and your life. This month's project? Paperwork—just in time for tax season!

CREATE CATEGORIES Start your organizing efforts on a macro level. Divide papers into piles based on "big" classifications like Health, Finances, Taxes and School, then order by date and file accordingly.

GO PAPERLESS Streamline by converting as many checks, bank statements and credit card bills as possible into digital format. Rely on free tech tools like Evernote (an app and site that digitally organizes everything from finances to recipes and travel papers) and Dropbox (basically an online storage unit you can use to house files securely) to help everything find its place. Bonus: Both of these services are GH Institute-vetted!

MAKE A WEEKLY DATE Give yourself homework! Setting aside time to sit down and maintain your system—whether by backing up files or updating financial spreadsheets—will ensure that it stays in place long-term. The more you check in, the less scary the pile of work will be, so do so frequently during "peak" times (like tax season and the end of the year).



GET THIS LOOK
Paint, Jewel Green by Olympic.
Chair, \$349, cb2.com.
Rug, \$188, allmodern.com. **Lights**, \$172 each, luxedecor.com.

JEFFREY'S
FAVORITE
OLD-SCHOOL
ORGANIZERS



LABEL MAKER
For marking files.
\$20, officedepot.com



FILE BOX
For arranging papers by date. \$20, containerstore.com



FILE OTTOMAN
For storing with style.
\$199, grandinroad.com



Is it rude to shut some doors during a house party? I don't want to seem unwelcoming, but I'd rather not have guests wandering around my entire home. —BETSEY K.

A: IT'S NOT RUDE AT ALL! In fact, it helps guests know where they're invited to be and what is off-limits. Guests shouldn't be meandering through private rooms, and closing doors is a great way to discourage snooping. Also, be sure to put personal items like medicine and documents safely away.

HAVE A QUESTION? E-MAIL EMILY POST'S GREAT-GREAT-GRANDDAUGHTER AT LIZZIE@GOODHOUSEKEEPING.COM.