



Garage sale calls for organization

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and clearly marked directions on major intersections near your home.

You can hold the sale either inside your house, your basement or in your yard, not necessarily in your garage.

People will come to your garage sale for many reasons.

They may come looking for a specific item, or they may buy an item on impulse if they think they may have a use for it later. The serious collectors or dealers will probably come early or late.

And some people come because they are bored and looking for something to do.

Common things people look for are appliances, tools, toys, clothing, furniture, books, sporting goods, bric-a-brac, or new merchandise from business, auctions,

bankruptcy sales, etc.

A large display means people spend more time looking, so if you don't have a lot, consider going in with some friends to gather more loot.

Follow these suggestions and you may have a successful garage sale.



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Well-designed space is key to productivity

IF YOU'RE planning to work out of an office in your home, chances are you'll be spending a lot of time there.

"People who work at home tend to work more, not less," says Judy Graf Klein, architect and author of "The Office Book" (Facts on File).

"Procrastination isn't the problem people think it is," she told Metropolitan Home magazine. "The problem can be tearing yourself away from your work."

Whether you're generating income at home, or just working on occasional projects, you need a special place dedicated to productivity. The home office should be welcoming, personal, comfortable, private and efficient.

Location is a key consideration. You need adequate space, convenient access and seclusion. A desk tucked into the corner of a family room or kitchen might be convenient, but it won't give you much room or peace and quiet.

If possible, find an area you can devote to your work. A den or spare bedroom is ideal; a garage or attic may be adequate, too. If none of these is available, use a folding screen to isolate your office from a larger room. Just be sure the work area is out of the flow of household traffic.

"**ANYTHING YOU CAN** do to separate work and living areas is to your advantage," says Klein. "I've seen a lot of half-height walls work as dividers in small spaces." A platform is another way to define separate space; so are area rugs.

Chances are you'll need every inch, especially if you're adding a computer, printer and several software packages to the routine collection of desk, filing cabinets, telephone, bookshelves and swivel chair.

You may find you need two desks: one for the computer gear and one for everything else. It also helps to have a second desk so you can spread out to write a letter or open a book or magazine.

Ask furniture dealers and suppliers

of office equipment to show you designs that incorporate space-saving extras. For example, some desks have pull-out shelves that slide away when the office "closes up."

When selecting a desk, table or other work surface, beware of highly polished finishes. The shine of marble, stainless steel, glass and glossy woods can cause eye-straining glare.

Minimize the contrast between paperwork and surface colors. Avoid a black table, for instance; your eyes will ache if you work with white paper.

IF YOU HAVE A hulking file cabinet, use it for long-term storage. Keep it in the garage or some other out-of-the-way place. For the files you use every day, a rollout cart parked under your desk is probably all you need. (Besides, file cabinets are a reminder of the office drudgery you left behind).

For a homey touch, store phone books, computer paper and office supplies in a credenza or a cabinet, or even an antique armoire. For maximum storage efficiency, however, few things can match modular wall systems. Customize them with closed compartments, drop-down ledges and sliding shelves.

It's possible to have an office in a space as small as a walk-in closet. One way to avoid claustrophobia is to install proper lighting; place a small clamp-on desk lamp directly above the working surface in addition to an overhead light that brightens the entire area.

If you lack square footage, go vertical with shelves. Try mounting wire racks (the kind often used in kitchens) with bins and baskets arranged for your needs. Add a magnetic bulletin board. You can get a small-scale office chair, but don't compromise on quality.

"**THERE'S JUST NO** substitute for a corporate-caliber office chair if you're to be tied to a desk," says Metropolitan

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