

TRENDS

Thanks to technology, working from home is easier than ever. Professional organizers help you tame the clutter beast and design a productive space.

Shana Prichard

President
Realign LLC
RealignOrganizing.com



Describe what you help people do: Realign transforms office clutter and chaos into productive systems.

Are you available to design and set up an entire home office? Realign creates systems and spaces that help clients work efficiently and productively. We specialize in workspace organization, electronic and paper file management and workflow processes. We typically do not advise clients on the selection of furniture and decorative items.

Consultation rate: The cost to organize a home office can vary widely based on the client's specific needs and goals as well as the skills and staffing levels required to complete the project. Prices range from a few hundred dollars to tackle one small problem area in a home office up to several thousand for a comprehensive reorganization of the space, workflow systems and storage solutions.

What rooms are most often used as home offices? Formal dining rooms and spare bedrooms are the most common choices to be used as home offices. Dining rooms have the advantage of being located near the main entrance, thus allowing a separation of your living and working space. In newly constructed homes, the home office has all but replaced the formal dining room of the past. Spare bedrooms typically have the advantages of privacy and a closet for additional storage space. Kitchens and living rooms do not work well as home office space. Too many disparate functions competing for the same space results in clutter, distraction and lost productivity.

Important first steps in the design process? The most important step in beginning to set up your home office is to determine exactly how you want to use the space and the major frustrations you hope to resolve by setting it up properly.

Desks, chairs and shelves, oh my! Tips for selecting furniture? Select furni-

ture that is comfortable and appealing to you. Feeling "at home" in the space will help minimize distractions. Use the minimum amount of furniture required to meet your needs and plan for 25 percent more storage space than you think you need.

Best tip for organizing mounds of paperwork and files? If you tend to have a difficult time purging papers, simply ask yourself: "How bad would it be if I got rid of this today and then came back to look for it in 6 months?" Using the 80/20 rule, 80 percent of what is stored in the typical home office filing cabinet is nothing more than tomorrow's trash.

Best tip/products for organizing tech and cords? Keep it simple. Twisty ties, binder clips and cord covers/cable raceways are often all you need to keep cords organized and out of the way. Every new tech tool you purchase will become obsolete within a few months. If you aren't going to use it at least twice a week or can accomplish the same task with another device, you probably don't need it.

Biggest mistake most home office creators make? Emphasizing form over function.

Anything we didn't ask? My favorite app for staying organized is ToodleDo.com. It syncs with most smart phones and provides a quick and convenient way to manage projects and tasks on the go.



This home office is L-shaped and less than 96 square feet, but Prichard managed to make it look sleek and elegant. "Every inch of the space had to be used productively to make it work. It was actually a lot of fun, and I am thrilled with the results," Prichard says.

Helene Segura, M.A. Ed., CPO

Productivity Consultant
LivingOrder San Antonio
LivingOrderSA.com



Describe what you help people do: LivingOrderSA helps clients kick chaos to the curb by diagnosing and solving their productivity challenges.

Are you available to design and set up an entire home office? We help our clients develop an efficient infrastructure, i.e., functional systems and routines. For complete visual makeovers, we coordinate with local designers and cabinet makers.

Consultation rate: Residential packages start at \$300. Commercial packages start at \$400.

What rooms are most often used as home offices? In a home that is not built with a home office, a spare bedroom most often serves as the office. Second behind that is a nook in the kitchen. An office in a master bedroom is not recommended because

the activity of a workspace clashes with the sanctuary of a sleeping space and may cause sleep (and – ahem – other) problems.

Important first steps in the design process? The first thing to decide is the goal of the office. Is it to impress clients, or is it a workspace for you? If it's the former, go hog wild on what-

ever visually strikes your fancy. If it's the latter, set up zones based on the tasks you need to complete, as well as storage areas for the necessary supplies in each zone.

Desks, chairs and shelves, oh my! Tips for selecting furniture? *Desks:* Are you left-handed or right-handed? This determines which side of the desk is needed for work space and which is needed for computer space. *What's your working position?* If you function better standing, you'll want to get a worktable at the appropriate working height. *Chairs:* When seated in your chair, your feet should be flat on the floor with your knees bent, forming right angles, so that your calves

CONTINUED ON PAGE 30



This before-and-after shot of an office Helene Segura worked on is near and dear to her. "This project is special to me because of the change it made. This client became a paraplegic, so we had to redesign her infrastructure based on her new mobility range. All of her papers are visible and within reach. She thinks by color, so we built in a few color-coding systems. Once this was in place, she could return to running her business," Segura says.

TRENDS: Functionality is the fulcrum around which a home office should be designed

FROM PAGE 26

are perpendicular to the floor and your thighs are parallel to the floor. Your arms should be slightly above your work area and parallel to it. **Shelves:** For the most flexibility, look for adjustable shelves with the appropriate weight loads for your needs. Office shelves range from 20 to 350 pounds in weight load, so look for higher weight-bearing shelves if you need



COURTESY OF BLUE LOUNGE
Blue Lounge Cable Drop Clips

to store heavier supplies. **Best tip for organizing mounds of paperwork and files?** All hail Blue Tooth and USB! Go wireless when possible. If cords do need to be corralled, bundle the "leftover" length behind the desk for a clean look. Use Velcro cable ties or cable clips for this. At the plug end, place labels so that you know what you're unplugging. Consider mounting it behind your

desk. Products for taming wires:

- **Blue Lounge Cable Drop Clips** hold chargers in place: <http://amzn.to/Pi4DjY>
- **Dotz Cord Wrap** hides your cable in a compartment: <http://amzn.to/MXTTjz>
- **Blue Lounge Cable Box** hides wires at floor level or can be mounted behind furniture: <http://amzn.to/RS4DJX>
- **Applecore** is wonderful for storing earbuds and other tangly wires inside your office drawer: <http://amzn.to/RMG5jZ>
- **GridIt** keeps tech gadgets in place, check out: <http://amzn.to/ReaPNe>

Biggest mistake home office creators make? Most offices are designed on aesthetics first and functionality and ergonomics last. Too often, gorgeous office spaces don't work the way they were intended because of this. Have a chance to start from scratch? Reverse the order. Plan your functions, systems and routines, then design beauty around that.

Anything we didn't ask? Done with functionality? Have fun browsing designs:

- **9 crazy offices:** <http://myturnstone.com/blog/nine-absolutely-crazy-offices/>
- **21 collaborative spaces:** <http://myturnstone.com/blog/21-inspirational-collaborative-workspaces/>

THE LIST

Largest SA Residential Property Management Firms

Published August 24, 2012

Ranked by number of single family units managed locally

Rank	Company name Address Phone, Web address	No. of single family units managed locally	Est. \$ value of props. (millions)	No. of property managers./ Office staff locally	No. of property mgmt. clients locally	No. of leases transacted/renewed locally 2011	% of single family/Multi family/Office	Top Local Executive/ E-mail	Headquarters/ Year est. locally
1	Birdy Properties 601 N.W. Loop 410, Suite 390, 78216 524-9400, birdy.com	1,125	\$168.75	14	845	289 262	80% 20% 0%	Brian A. Birdy brian@birdy.com	San Antonio 1979
2	Coldwell Banker D'Ann Harper Realtors 18756 Stone Oak Parkway Suite 301, 78258 483-7000, cbharper.com	1,046	191.63	2 17	80	296 320	100 0 0	D'Ann Harper dharper@cbharper.com	San Antonio 1986
3	Hendricks Property Management LLC 2227 Lockhill Selma, 78230 344-3463, sarents.com	813	101.63	6 4	350	700 400	99 1 0	Don C. Hendricks Don@sarents.com	San Antonio 1996
4	Liberty Management Inc. 7217 Bandera Rd, 78238 681-8080, libertymgt.net	700	.700	DND 10	400	500 350	100 0 0	Kevin Knight Kevin@libertymgt.net	San Antonio 1982
5	Home Locators Realty 1739 Babcock Road, 78229 655-4663, HLMRealty.com	452	63.280	7 5	132	355 194	91 9 0	Wilson "Hopple" Cantwell hcantwell@HLMRealty.com	San Antonio 2000
6	RE/MAX Associates Inc. 300 E. Sonterra, Bldg. 1, 78258 340-3000, bobjacobs.com	418	6.27	14 7	DND	283 213	100 0 0	Bob Jacobs jacobsb@stic.net	San Antonio 1985
7	M&S Asset Management 7530 Bandera Road, Suite 110, 78238 298-3948, mandassetmanagement.com	325	46.15	3 3	15	98 193	80 20 0	Jaime Sepulveda DND	San Antonio 2006
8	Pyramis Companies Inc. 8600 Wurzbach, Suite 1201, 78240 593-9807, pyramiscompany.com	300	45	3 4	DND	114 125	100 0 0	Craig Acord craig@pyramiscompany.com	San Antonio 1985
9	Patton Property Management 409 N. Seguin Ave., New Braunfels, 78130 830-624-2500, ppmfirst.com	300	DND	DND 3	175	50	92 8 0	Orin Patton pat@ppmfirst.com	San Antonio DND
10	Houses In San Antonio 1802 N.W. Military Highway, Suite 300, 78213 366-1162, HousesInSanAntonio.com	250	25	2 5	30	25 58	89 10 1	Angie Borras angie@housesinsanantonio.com	San Antonio 2005
11	Red Wagon Realty 16719 Huebner Road, Building 2, Suite 201, 78248 695-1100, RedWagonProperties.com	237	38.39	1 5	12	273 168	98 2 0	Kristopher Hochart khochart@mac.com	San Antonio 2005
12	Northwest Real Estate 12030 Bandera Rd # 110, Helotes, 78023 521-7900, sa-nwre.com	225	25	3 2	191	127 90	100 0 0	Amy Karns nwre@swbell.net	Helotes 1987
13	RE/MAX North - San Antonio 813 W. Hausman, 78249 695-4850, rmnsa.com	221	23	3 1	190	91 40	90 10 0	Terry Noveroske terry@rmnsa.com	San Antonio 1995
14	MHN Properties 7300 Blanco Road, Suite 403, 78216 402-9696, mhnproperties.com	211	39.56	211 6	171	96 115	98 2 .05	Keith Miller keith@mhnproperties.com	San Antonio 2005
15	Alderson Properties 1027 Oak Hollow Way, 78133 325-7905, AtlasResidentialRealty.com	122	.160	2 1	5	79 58	94 5 1	James Alderson james@jamesalderson.com	San Antonio 2005
16	Boerne Property Services 100 W. Hosack - Suite 202, Boerne, 78006 830-331-9766, BoernePropertyServices.com	100	DND	1 2	DND	DND DND	81 16 3	Dawn Renee Bernhard Mgr@BoernePropertyServices.com	Boerne 1998
17	New Braunfels Leasing & Property Mgmt 471 Main Plaza, Suite B, New Braunfels, 78130 830-643-0656, NBLEasing.com	100	DND	1 2	DND	35 25	100 0 0	Curt Leonhardt curt@nbleasing.com	New Braunfels 2005
18	eSanchez Real Estate P.O. Box 1126, Cibolo, 78108 643-5986, esanchezrealestate.com	95	1	1 3	4	55 35	85 15 5	Ernest Sanchez esanchez@esanchezreal-estate.com	San Antonio 2000
19	Olivia Townsend Realty LLC 6531 FM 78, Suite 110-456, 78244 365-9422, oliviatownsendrealtyllc.com	75	1.2	2 1	35	25 35	85 1 0	Anita McKinney apmckinney@sax.rr.com	San Antonio 2005
20	Lifetime Real Estate Services, LLC 13333 Blanco Road, Suite 312, 78216 408-0900, LifetimeREServices.com	50	.165	DND 5	4	31 28	100 0 0	Jonathan Mason Mr_Mason@LifetimeRESer- vices.com	DND 2007
21	Exit Pleasant Realty 2639 Nacogdoches Road, 78217 829-5778, pleasantrealty.net	20	3.75	1 3	75	42 40	80 20 0	George Sarran DND	San Antonio 2004

2012 Book of Lists
Platinum Sponsors



THE FUTURE IS OURS TO BUILD™



Padgett Stratemann



NOTES: Information provided by firm representatives in response to faxed and e-mailed questionnaires. Ties broken by estimated dollar value of properties managed.

To qualify for this list, companies must have more than 50 percent of their business in single family unit management.

Some companies which may have ranked, did not respond before press time.

DND - did not disclose

Information for obtaining commemorative plaques, reprints or Web permissions can be obtained from the Business Journal's designated partner company, Scoop ReprintSource at 800.767.3263 or scoopreprintsources.com. No other companies offering similar services are affiliated in any way with the Business Journal.

It is not the intention of this list to endorse the participants nor to imply that a firm's size or numerical rank indicates its quality of service. We reserve the right to edit entries or delete categories for space considerations.