



My top 5 organising tips...

1. Buy a binding machine. A small investment to begin with but well worth it in the long run.
2. Get a good quality shredder. I use all the shredded paper in my compost system so we have very little waste going to landfill.
3. When you are ready to get a new printer get one with a duplex printing option to help save on paper.
4. A laminator and a labelling machine are both reasonably affordable and help in making documents professional and filing efficient.
5. We use plastic storage bins from The Warehouse, which with their wheels, work well as bins/drawers to organise everyday things and most importantly our material samples.



"Most of the artwork around the office is my own work. I believe it helps portray creativity and an ability to look outside the square."



Q&A

with Georgie Pinckney from Georgie P Landscape Architecture

**What was the main priority when planning your office space?**

I wanted to create a practical but inspirational space which portrays to our clients the importance we place on good design. I worked closely with interior designer Julia Aitkinson from Studio Home Creative to generate ideas and would certainly recommend working with a professional to get the ball rolling.

**What makes this your space?**

I bought a filing system; but we have used our own shelving sourced from a second hand shop and have added other bits and pieces to the shelves to add interest.

We made our own colour scheme for the labelling system so that the colours better suited our office, which was fun. I have also re-covered office chairs in fabric to suit the decor!

We don't have any rubbish bins in the office. One has to physically walk to the rubbish bin, recycling or shredder bin. This has helped significantly in reducing our waste and paper usage.

**The key thing to think about when planning your office space is...?**

Use clever storage and filing systems to give yourself as much space as possible. Try to be innovative with the storage. It doesn't all need to be hidden away. Think about how you can make it look less boring!

**What is the best part about your space?**

I love my office. I love green and have selected all the pieces along the colour theme of grassy green and crisp black and white. The space is easy to keep tidy and organised.

For more from Georgie visit [www.georgiep.co.nz](http://www.georgiep.co.nz) or phone 03 443 5875



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