

1958

EC57-1126 Create your own Business Center

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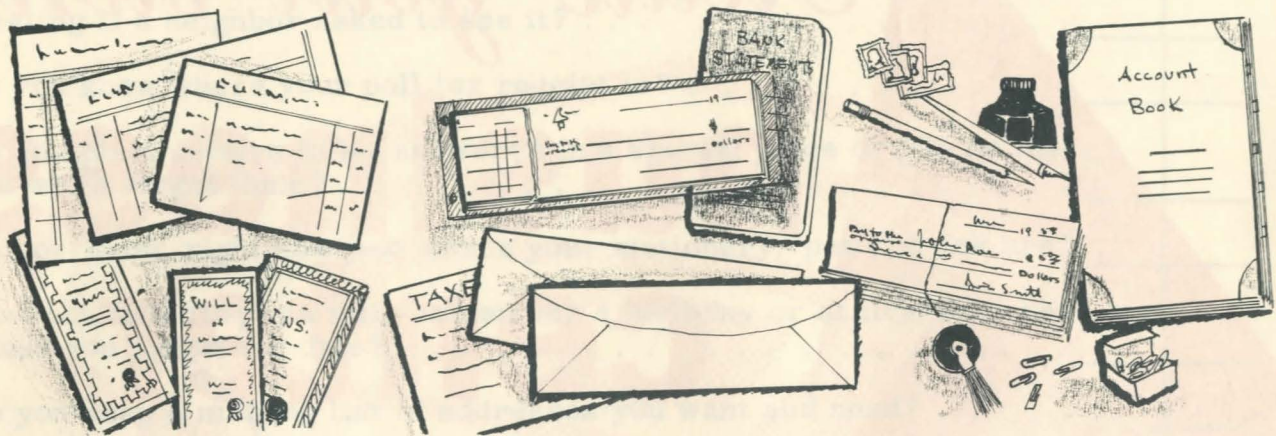
Create your own business center



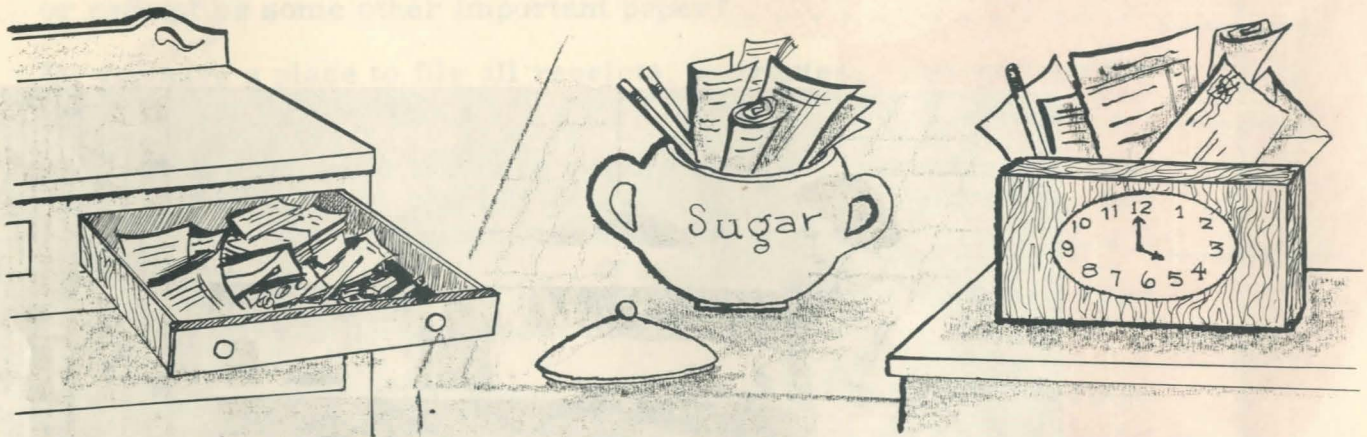
EXTENSION SERVICE
UNIVERSITY OF NEBRASKA COLLEGE OF AGRICULTURE
AND U.S. DEPARTMENT OF AGRICULTURE
COOPERATING
W. V. LAMBERT, DIRECTOR

Photo Courtesy of POPULAR HOME
UNITED STATES GYPSUM CO.

Create Your Own BUSINESS CENTER



WHERE ARE THESE IN YOUR HOUSE ?



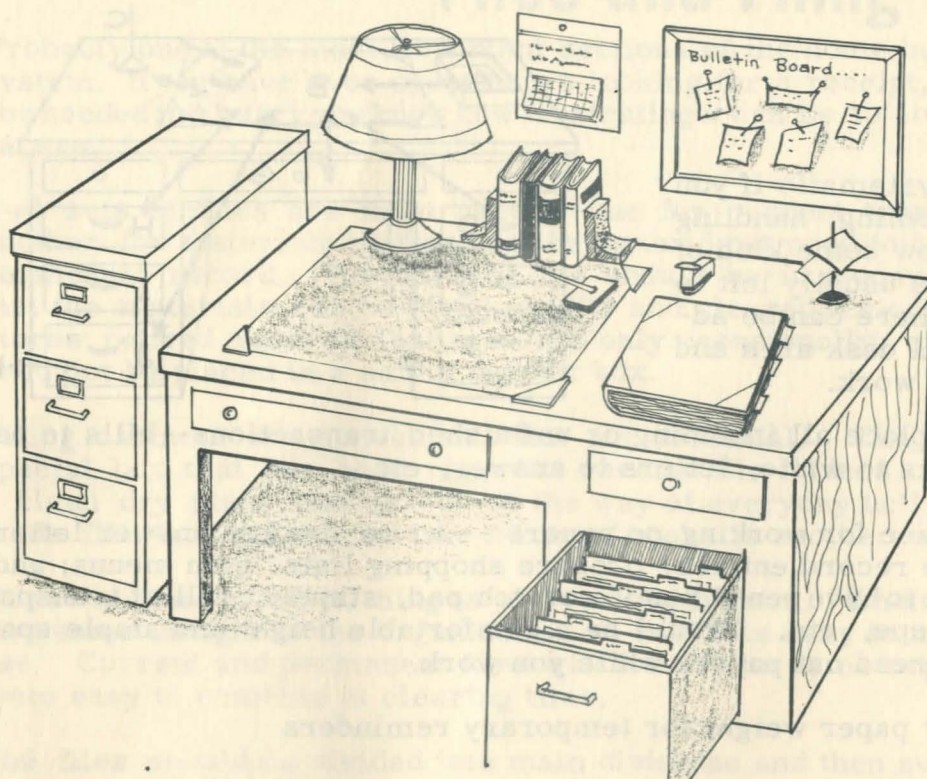
ARE ANY OF THESE YOUR BUSINESS CENTER?

TRY THIS PROBLEM ON YOURSELF

You want to mail a check for a bill you received a week ago. What would be your answers to these questions?

1. Where is the bill?
2. Where is the check book?
3. Where is the pen? (If it's dry, where is the ink?)
4. Where are the envelopes?
5. Where are the stamps?
6. Where will you write the check?

Now count the places you'd find the things to get the job done. Do you need to re-organize your business methods to save energy and further your reputation as a "business-like" person?



OR IS
THIS
YOUR
BUSINESS
CENTER ?

WHAT MAKES A GOOD BUSINESS CENTER?

The success of any business depends on how well its activities and details are planned, organized and carried out. The business of running a home is fast becoming just that--a business. And when that home is a farm home the business center assumes a dual role in carrying on the activities for the business of living and for the business of farming.

A business center has three parts---(1) Writing surface, (2) storage space for record books, bulletins and papers, and (3) storage space for small equipment and supplies needed at the desk.

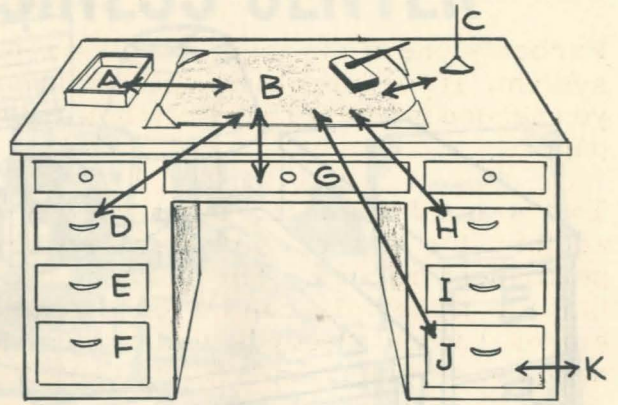
A business center that is conveniently located, which all members of the family may use frequently, becomes a real asset. It is an ideal place for keeping accounts, to do budget planning, carry on correspondence, make out tax returns, keep insurance records, keep track of accounts payable and receivable, storing receipts, writing checks, filing instruction books and caring for many semi-valuable papers, such as cancelled checks; as well as notes on your community associations, church and charity drives--all of which involve a good deal of paper work. Any "homework" is less of a chore if everything you need is in one place, efficiently stored and immediately available. It makes good sense to set aside a particular area of your home as a "business center." You'll find that it pays dividends--daily dividends in convenience, and cash dividends at income tax and bill paying time.

This center may be located anywhere to suit habits of the family and the arrangement of the home. Good light for both day and night, a comfortable temperature for both summer and winter, and convenience are some of the points to keep in mind when locating the business center. Oftentimes a farm family saves many steps and makes better use of the business center if it is located in or near the kitchen.

Organize Your BUSINESS CENTER

ROUTE YOUR PAPERS

It will be easier to be systematic if you plan your area so that incoming, handling and storing activities follow some kind of sequence. Natural flow is usually left to right. Suggestions given here can be adjusted to fit your individual desk area and your own ideas of ease of work.



A - an area to place all incoming or unfinished transactions--bills to pay, checks to write, letters to answer, etc.

B - desk surface for working on papers -- write checks, answer letters, make record entries, prepare shopping lists, plan menus; and a place to have pen at hand, scratch pad, stapler, roll of transparent tape, etc. Should be a comfortable height and ample space to spread out papers while you work.

C - spindle or paper weight for temporary reminders

D - store check books, envelopes, business stationery, blotters

E - store greeting cards to send, social stationery, address books, greeting card and gift lists, etc.

F - Bulletins for reference, instruction books for equipment, catalogs, etc.

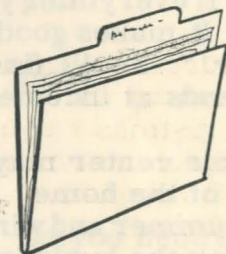
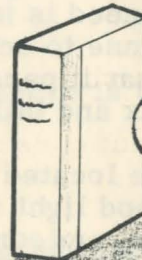
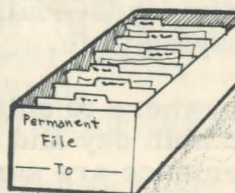
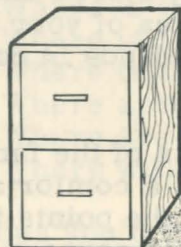
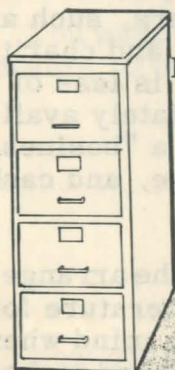
G - store small supplies -- paper clips, stamps, rubber bands, pencils, erasers, letter opener, scissors, ruler, etc.

H - store account books (keep book mark in place to avoid daily hunting right pages); inventory records of household goods, business, etc.

I - suit yourself!

J - store current receipts, paid bills, notations of transactions, warranties and guarantees on purchases, property insurance policies, etc. All in well marked folders, arranged alphabetically perhaps.

K - Permanent file-- papers cleared from "J" that need to be kept beyond the current year.



Files and Filing

Probably one of the most important sections of the home business center is the filing system. If you have ever spent hours looking for a receipt, a letter or a bulletin that you needed in a hurry you know how frustrating it can be to lose track of your business papers.

Two sets of files are most useful--one for current transactions and records; and another for materials that are not being used but need to be kept for reference or as permanent record. The current file should be in a convenient place, organized so that the materials can be found readily and cleared periodically. The permanent file stores retired records that are used only occasionally, and permanent records that need not be placed in a safety deposit box.

Filing cabinets are convenient, but not essential. The permanent file could be a special box that has been rigged to receive file folders, and which you can store in a clean dry place that is out of the way of everyday activities. A series of home-made file boxes lined up like a row of books is another convenient storage method.

Files become a personal thing as you work with them. When setting up a filing system give some thought to the organization so that it is easy to maintain as well as easy to use. Current and permanent files will follow the same organization pattern to make them easy to combine at clearing time.

The files should be divided into main divisions and then subdivisions. The main divisions might be: (1) Farm business; (2) Home and family business; and (3) Personal Affairs. Here is a list of subdivision headings for these main headings as a starter. Others can be added as need arises:

FARM BUSINESS

- Farm account books
- Addresses-farm business
- *Automobile records
- *Bank deposit slips
- *Bank statements
- Bills paid-farm receipts
- *Cancelled checks-current year
- *Income tax returns
- *Insurance
 - Property
 - Automobile
- Inventories-farm
- Letters-farm business
- *Taxes - local
- Tractor records

HOME AND FAMILY BUSINESS

- Home account books
- Addresses
- Bills paid-receipts
- Commercial booklet for equipment
- Guarantees and warranties
- Instructions
- Health records
- House records
- Insurance
 - Life
 - Personal liability
- Inventories
 - Household
 - Foods canned, frozen, etc.
- Letters-home business
- Magazine subscriptions
- Savings bonds & investment records

PERSONAL AFFAIRS

- Addresses-family and friends
- Birthday dates
- Christmas cards sent & received
- Church activities
- Gift suggestions
- Hobbies
- Letters-personal, family
- Organizations, PTA, OES, Lodges, Legion
- Reading-book lists
- Special day suggestions
- Special interests
- Valuable papers--lists of birth certificates, deeds, etc, and where stored.

* Urban family would place starred (*) items in Home and Family Business file

The Papers in Your Life

AND WHAT TO DO WITH THEM.....

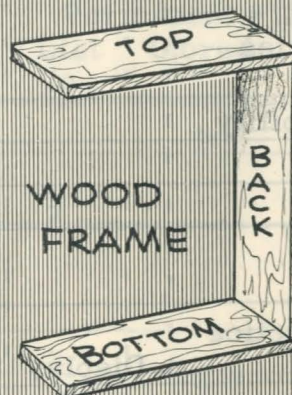
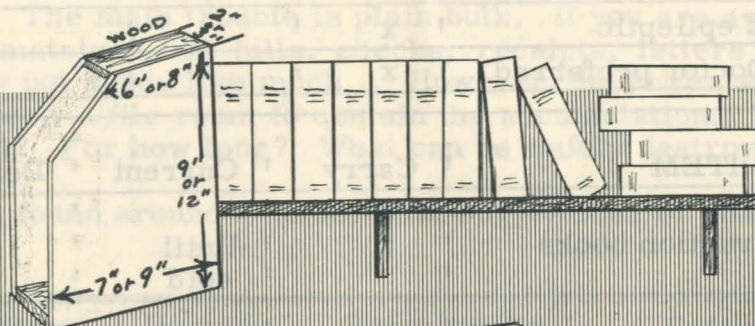
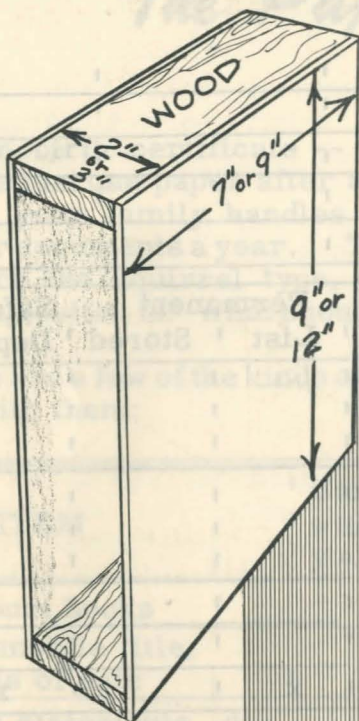
From birth certificate -- often with a tiny footprint -- to the last will and testament life is just one paper after another. The main trouble is plain bulk. If you are average, your family handles approximately 1,000 bills, checks, receipts, letters and other documents a year. This may not sound like much. However, in 25 years, if you're the squirrel type, you'll need a file room to contain the accumulation. The next question is: What should be kept? For how long? What can be safely destroyed?

Here are a few of the kinds of papers found around a home, with suggestions of what to do with them:

ITEM	Carry with you	Current file	Destroy after	Permanent File-- List in	Stored	Safety Deposit Box
Account books		x			x	
Automobile title, bills of sale				x		x
Bank statements, de- posit slips, check stubs		x	1 to 3 years			
Birth certificates				x		x
Burial lot deeds				x		x
Cancelled checks.		x	3 yrs, except:		Paymts for: Income tax, deductibles mtg. paymt. rent 'til move; buy securities investments	
Education records				x		x
incl. certificates to teach, etc.						
Church - baptism confirmation				x		x
Citizenship papers				x		x
Copyrights, patents				x		x
Driver's license	x					
Employment records				x		x
Evidences of debt			5 yrs. after pd. in full	x		x
Guarantees, warran- ties					for life of purch. or 'til sold	
Identifications:						
Blood type	x			x		

Papers - continued

If diabetic	x					
Name & Address	x					
Notify whom?	x					
If epileptic	x					
Doctor preferred	x					
ITEM	Carry	Current	Destroy	Permanent List	Safety Stored	Dep. Box
Instruction books		Until sold				
Insurance policies						
Property		x	When			
Personal liability		x	expires			
Automobile		x				
Life		x		x		x
Inventories		Revise annually				x
Licenses to practice profession	Display					
Marriage & divorce records				x		x
Military service records				x		x
Organization memberships	x					
Real estate papers: Periodic receipt		x			x	
Mortgage				x		x
Abstracts				x		x
Receipts & receipted bills		x	4 or 5 years			
Sales slips		x	1 yr. unless a guarantee, tax deductible, etc.			
Saving bonds & investments				x		x
Social Security No.	x			x		
Tax returns: Income tax		x			x	
Local taxes		x			x	
Wills				x		x



Inexpensive bulletin files can be made of scrap materials. For small bulletins, make boxes 7"x9"x2"; for large size bulletins, make boxes 9"x12"x3". Cut thin soft-wood boards for the three piece frames. Nail on sides cut of heavy cardboard or chip-board cut either 7"x9", or 9"x12". Use small flat headed nails.

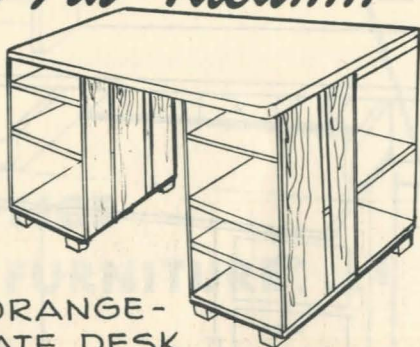
For an attractive appearance paste wood grained or patterned wall paper over the whole file.

A row of these on the shelf like books will give good classified storage for a myriad of household papers -- each file neatly labeled.

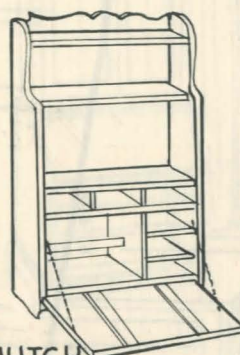
Circular prepared by Mrs. Clara N. Leopold, State Extension Specialist, U. of N. Extension Service, College of Agriculture, Lincoln. Cover photo courtesy U.S. Gypsum Co., 300 W. Adams, Chicago 6, Ill. Plans for building unit available through local representatives of U.S. Gypsum Co.

Here's An Idea.....

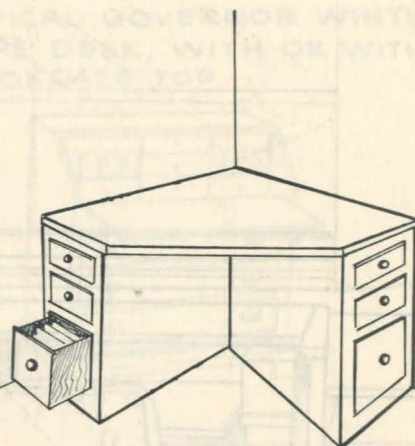
HOME BUILT DESKS...



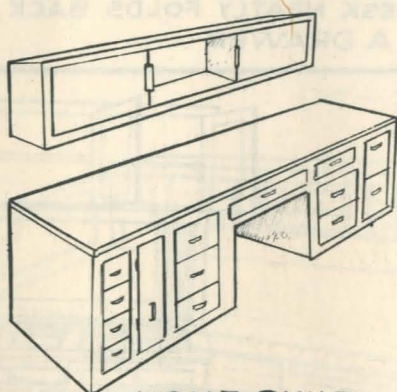
4-ORANGE-CRATE DESK



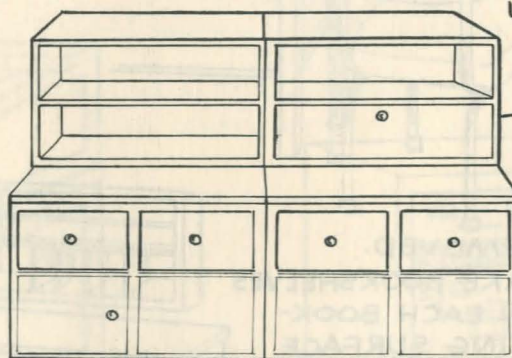
WALL HUTCH WITH BUILT-IN DESK



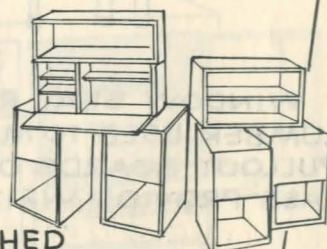
CORNER ARRANGEMENT WITH 2 CRATES or 2 UNFINISHED CHESTS



HOME BUILT BUSINESS CENTER



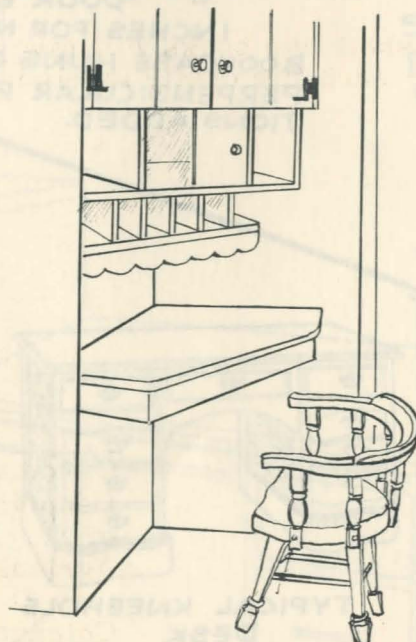
HOME BUILT of UNFINISHED FURNITURE



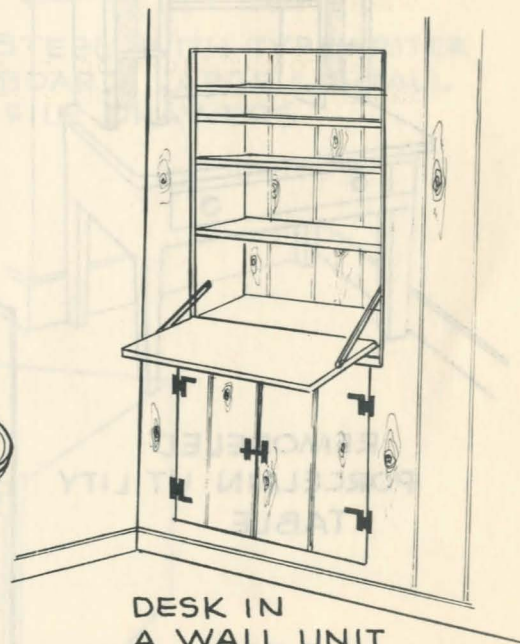
BUILT-IN CENTER...



INEXPENSIVE BAMBOO CURTAIN IN FRONT OF SHELVES (Rope Handles)

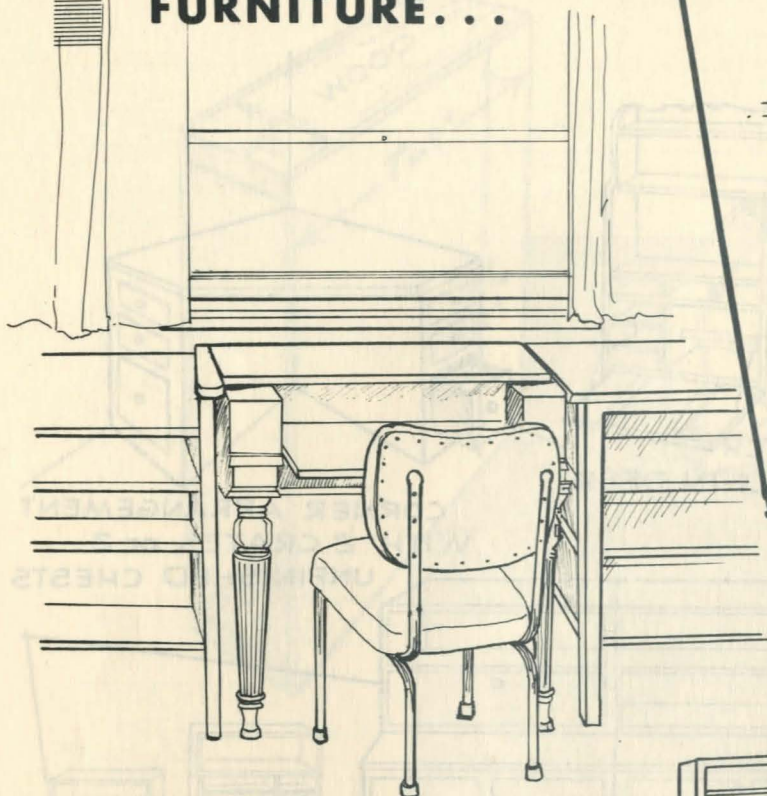


CHANGE AN IDLE CORNER TO A HOME OFFICE

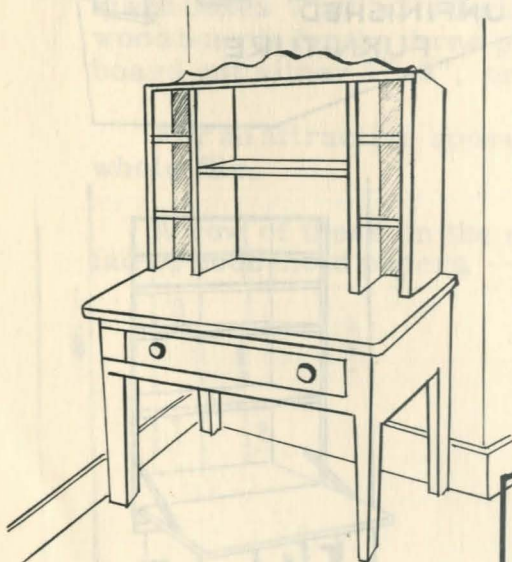


DESK IN A WALL UNIT

REMODELED FURNITURE...

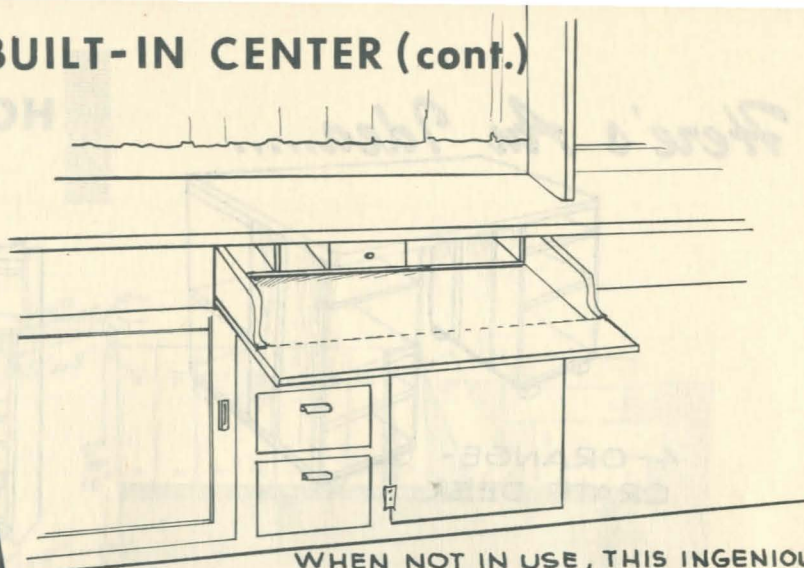


WINDOW SEAT REMOVED.
LUMBER USED TO MAKE BOOKSHELVES
PULLOUT BOARDS ON EACH BOOK-
CASE PROVIDE WRITING SURFACE

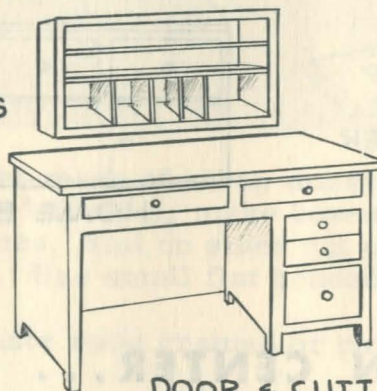


REMODELED
PORCELAIN UTILITY
TABLE

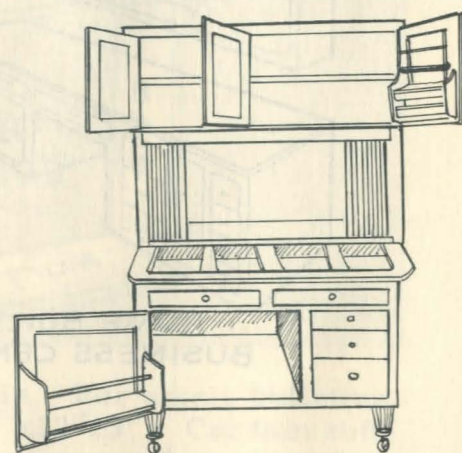
BUILT-IN CENTER (cont.)



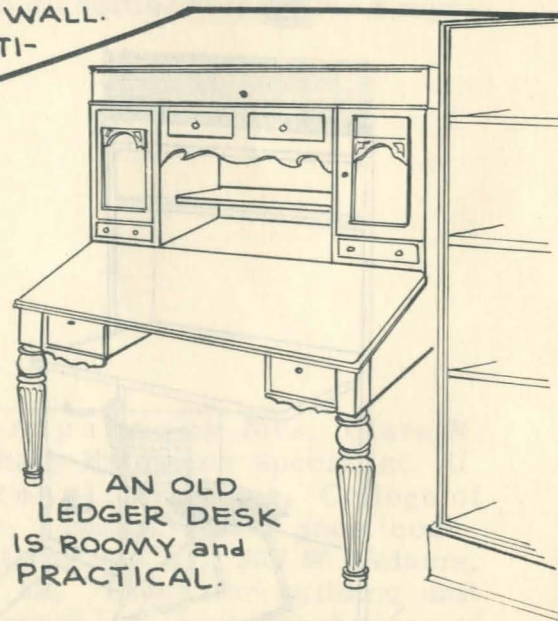
WHEN NOT IN USE, THIS INGENUOUS
SMALL DESK NEATLY FOLDS BACK & PUSHES
IN LIKE A DRAWER



DISCARDED KITCHEN CABINET. PORCELAIN TOP REMOVED. TOP
SEPARATED FROM BASE. BASE
MADE INTO DESK BY REMOVING
DOOR & CUTTING OUT SHELF. PLYWOOD 24 x 44
INCHES FOR NEW TOP. TOP MADE INTO
BOOKCASE HUNG ON WALL.
PERPENDICULAR PARTI-
TIONS ADDED.



TYPICAL KNEEHOLE
DESK



AN OLD
LEDGER DESK
IS ROOMY AND
PRACTICAL.

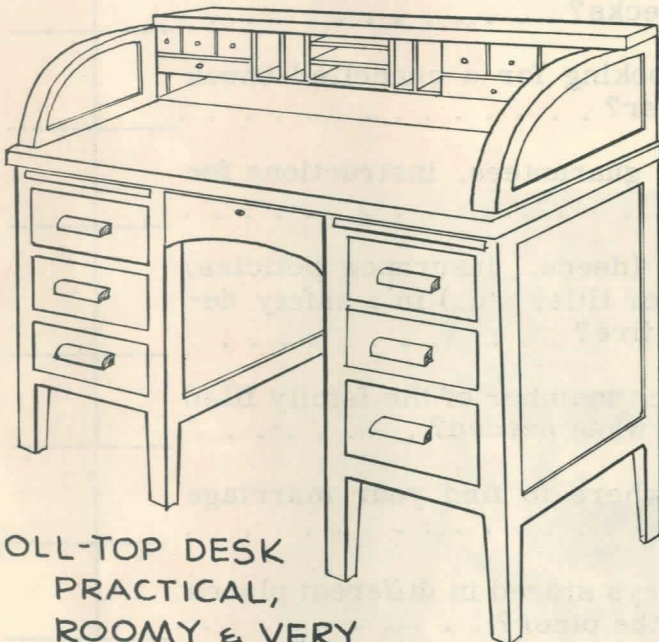
HOUSEHOLD FURNITURE DESKS...

HOUSEHOLD FURNITURE DESKS (cont.)

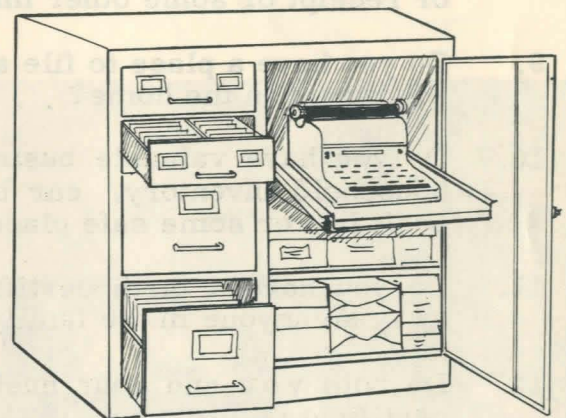
OFFICE FURNITURE...



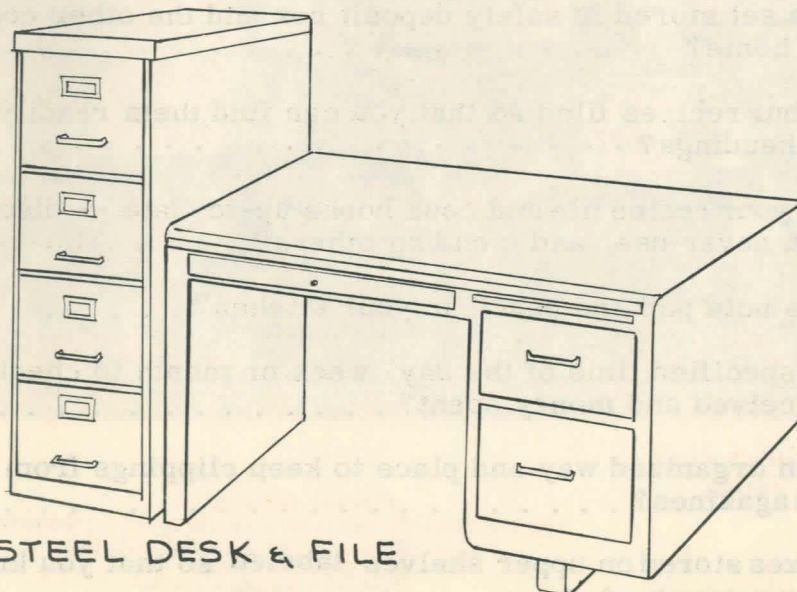
TYPICAL GOVERNOR WINTHROP
TYPE DESK, WITH OR WITHOUT
BOOKCASE TOP



ROLL-TOP DESK
PRACTICAL,
ROOMY & VERY
PRIVATE



STEEL, WITH TYPEWRITER
BOARD, LARGE & SMALL
FILE DRAWERS



ALL STEEL DESK & FILE

HOW WELL IS YOUR HOUSEHOLD BUSINESS ORGANIZED?

SECTION VIII.

	Yes	No
1. Could you find your copy of circular used at your last Extension Club meeting if a neighbor asked to see it?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you know where your poll tax receipt is?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you place letters to be answered in a special place or file so that you won't forget them?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you know right now just where your stationery, pen and ink are?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you failed to pay a bill, remember a birthday or anniversary because you forgot the date?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you keep a mailing list of addresses you want and need?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have a place to file cancelled checks?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you wasted time in the last year looking for a cancelled check or receipt or some other important paper?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you have a place to file all receipts, guarantees, instructions for equipment in the home?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have valuable business papers (deeds, insurance policies, household inventory, car bill of sale or title, etc.) in a safety deposit box or some safe place in case of fire?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you have a birth certificate for each member of the family filed away so anyone in the family can find it when needed?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do both you and your husband know where to find your marriage certificate?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you have the two safety deposit box keys stored in different places so that if one is lost you will still have the other?	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you have more than one copy of the wills of both yourself and your husband, one set stored in safety deposit box and the other copy in a safe place at home?	<input type="checkbox"/>	<input type="checkbox"/>
15. Do you have your recipes filed so that you can find them readily under their proper headings?	<input type="checkbox"/>	<input type="checkbox"/>
16. Have you kept your recipe file and cook books up-to-date -- discarding those that you never use, and mending others?	<input type="checkbox"/>	<input type="checkbox"/>
17. Do you have a note pad and pencil in your kitchen?	<input type="checkbox"/>	<input type="checkbox"/>
18. Do you have a specified time of the day, week or month to check up on the money received and money spent?	<input type="checkbox"/>	<input type="checkbox"/>
19. Do you have an organized way and place to keep clippings from newspapers and magazines?	<input type="checkbox"/>	<input type="checkbox"/>
20. Are all the boxes stored on upper shelves labeled so that you know the contents without opening?	<input type="checkbox"/>	<input type="checkbox"/>