



## Tips To Create A Fabulous Workspace At Home

It doesn't matter if you are converting a corner of a room or a closet into a work area or you have a spare room you're turning into an office. Creating a home office workspace that's inviting and well organized will increase your productivity and desire to work at home.

<b>Define a Dedicated Workspace</b>	<ul style="list-style-type: none"> <li>• Shared or Separate Space</li> <li>• How many people will use the space</li> <li>• Size of the space</li> </ul>	<ul style="list-style-type: none"> <li>• Multipurpose</li> <li>• Tax Deduction</li> </ul>
<b>Determine the Primary Functions of the Space</b>	<ul style="list-style-type: none"> <li>• Business / Craft Workroom</li> <li>• Homework / Pay Bills, Other Task</li> <li>• Create a layout / floor plan</li> </ul>	<ul style="list-style-type: none"> <li>• List of Items Need</li> <li>• Work / Storage Furniture</li> <li>• Equipment Needs</li> </ul>
<b>Set a Budget &amp; Timeframe</b>	<ul style="list-style-type: none"> <li>• List items you will need &amp; assign a total budget.</li> <li>• Set a completion date &amp; Prioritize your time</li> </ul>	
<b>Determine Furniture Needs</b>	<ul style="list-style-type: none"> <li>• What's the Focal Point of room</li> <li>• Buy only appropriate Scale Furnishings</li> <li>• Get a comfortable chair &amp; great desk</li> </ul>	<ul style="list-style-type: none"> <li>• Buy/Acquire a unique piece that speaks to you in the room</li> <li>• Never shop for furniture without a tape measure</li> </ul>
<b>Incorporate Adequate Lighting</b>	<ul style="list-style-type: none"> <li>• Natural Lighting</li> <li>• General Lighting</li> <li>• Task Lighting Needs</li> </ul>	
<b>Create Appropriate Storage &amp; Organization Zones</b>	<ul style="list-style-type: none"> <li>• Establish a place for everything</li> </ul>	<ul style="list-style-type: none"> <li>- writing, files</li> <li>- books, reference materials</li> <li>- supplies, Printing</li> <li>- craft/other supplies</li> </ul>
<b>Showcase your personality with color &amp; personal items</b>	<p>Color</p> <ul style="list-style-type: none"> <li>- Influences mood &amp; productivity</li> <li>- Create a neutral canvas or a happy space with color.</li> <li>- Wallpaper or put a saying on the wall</li> </ul>	<p>Personalize</p> <ul style="list-style-type: none"> <li>- Include favorite objects</li> <li>- Artwork / Motivational Messages</li> <li>- Accomplishments / Goals</li> <li>- Use Something You Love</li> </ul>
<b>Maximize Your Concentration</b>	<ul style="list-style-type: none"> <li>- Protect your focus by limiting distractions - TV's, phone</li> <li>- Get a Do Not Disturb Sign</li> </ul>	<ul style="list-style-type: none"> <li>- Use Partitions, Curtains, blinds as walls</li> <li>- Establish work hours</li> </ul>