

How To Work From an Office at Home

By Joe Talent

Blending your work with your home life can be difficult with an office at home but more and more people are doing it successfully every week. It takes discipline and a strong focus on keeping your work separated from home life.

Develop a plan and a detailed time schedule, then stick to the plan.

Make a list of your goals and needs

The first thing you should do in planning your home office is make a list of goals, wants and needs. Your home office should be in a quiet spot in the house so if you need to concentrate on a project you can do so without being disrupted. However, it should be comfortable and relaxing. You may want a room where you could relax and play in. Knowing the limitations in advance can help you plan out the furniture you will need and the placement of everything.

Starting with an empty room

Figure out how much desk you can fit into your room. You should try to get a desk that gives you plenty of work space without taking over the whole room. If you need lots of desk space yet doesn't take up a lot of space look for equipment that can be easily pushed out of the way.

Choose printers, monitors, and other computer equipment that has a slim design.

Keep it clutter free

In addition to simply having enough room to work, you'll also want to keep that work zone free and clear. In addition to not keeping dishes or glasses on your desk, don't have an inbox or any place where you can rest papers. Only have papers on your desk when you are working with them and put them away in a file when you are done with them.

Keeping fun stuff separate from work stuff

Your home office should be designed for work, but it can also be fun. Many people find it best to have two computers. One that is strictly for work and another that can be used for both work and for games. To keep the temptation low, use the work only computer for most of your work. It will limit you from stopping work for a play break too often. This way you are able to create a comfortable environment for both work and play without having to worry about distraction.