

Home Office Work Sheet

Use this handy work sheet to locate and design your home office.

List three possible locations in your home for your office, which should include a work area for you and enough space for your desk, computer and telephone:

1. _____
2. _____
3. _____

Make a physical survey of each location:

§ Are phone and electrical outlets placed so that your equipment can easily access them? Or will you be faced with unsightly, unsafe cords snaking across the carpet?

§ Measure your space. Will your current desk or table (or the one you have your eye on) fit?

§ Do you have adequate lighting? If not, can you create or import it? Is there proper ventilation?

§ What is the noise factor?

§ Is there room to spread out your work?

§ Optional: How close is it to the coffeemaker? Refrigerator? (This can be either a plus or minus, depending on your current jitter factor and waistline.)

Next, list three possible home locations for your inventory:

1. _____
2. _____
3. _____

Again, make a survey of each location:

§ Is it climate-controlled? Will you need climate control?

§ Is there adequate lighting, ventilation and space for you to easily access your inventory?

§ Will you need to construct special shelving or add other storage space? If so, make notes here:
