

home office life

MAKING A SPACE TO WORK AT HOME

Lisa Kanarek



ROCKPORT

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GLoucester MASSACHUSETTS

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PUBLISHERS

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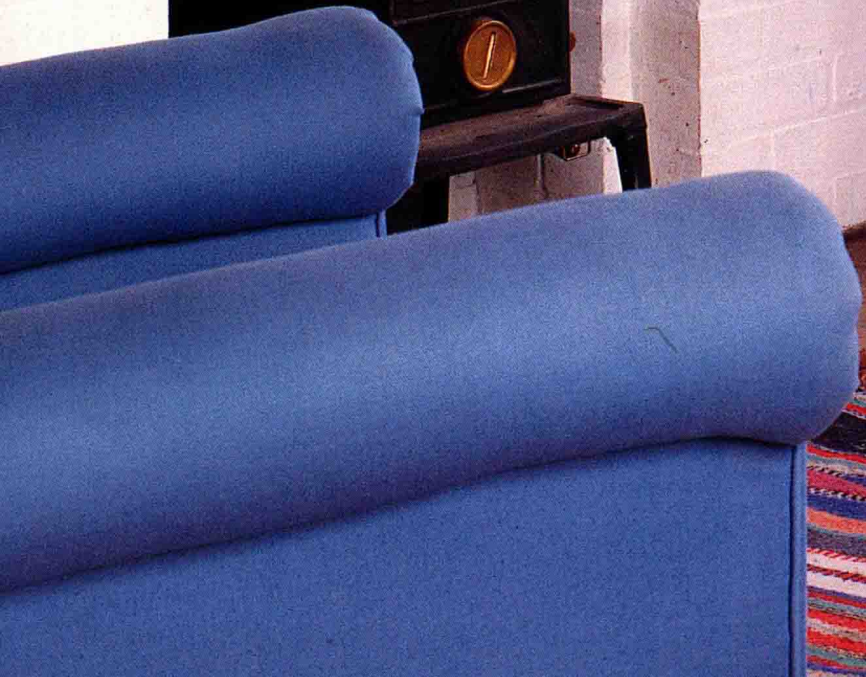
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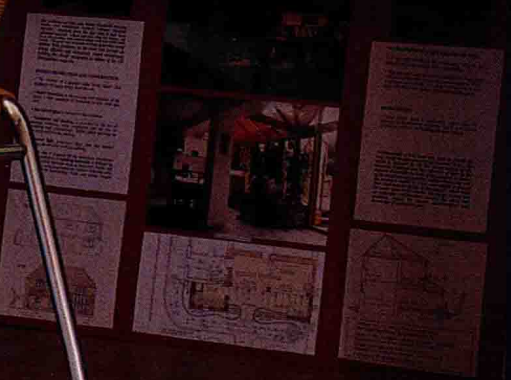
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To my husband, Gary Weinstein, and our sons, Blake and Kyle







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Introduction: The One-Minute Commute

WHO NEEDS LONG COMMUTES, office gossip, and high overhead? Certainly not the 42 million people who call their home—or at least a portion of their home—their office. In fact, many new homes are being designed and built with a home office as part of the plan. Advances in technology, reduced equipment costs, and the removed stigma of working from home make home offices a perk for corporate employees (telecommuters) and a money and time-saver for entrepreneurs.

Working from home does present its share of challenges, however. While the benefits include minimal interruptions from others, no commute, and the ability to work at any hour, working from home requires equal parts of discipline and flexibility, not to mention organization. No one will be monitoring you

to make sure you get the job done, and since you set your own hours, there's always a temptation to procrastinate—after all, you can always do the work later. The other side of the coin is that when you work at home, you never really get to leave your office. Balancing out family life, household chores, and working all within the confines of one house or apartment can be a challenge in itself.

That's why creating a comfortable and dedicated workspace is so important. It's imperative to separate your life from your work, and the first step toward that goal is to create a space in which you can work efficiently, effectively, and comfortably, away from the distractions of your everyday life. Stepping into your office, you should feel as though you've crossed an imaginary threshold:



you're at work now, away from the laundry, lawn, and cable TV. It's time to put on your mental work clothes—even if that means you're still wearing your pajamas.

Whether you're a full-time or part-time home-office professional, telecommuter, after-hours worker, or stay-at-home parent juggling a full household, your home office is a space in which you'll be spending a fair amount of time. So, it's important to think and plan ahead when designing your workspace. Whether your home office is located in a spare bedroom, finished basement, converted dining room, or den, you'll need to have just the right set-up, include the most up-to-date equipment, and be willing to think beyond the obvious. Deciding which room will make the ideal home office is the first step; deciding how to decorate,

furnish, and equip it follow. At every phase, proper planning will help make your work-at-home life easier. From picking out a desk to storing your pencils, from deciding just what computer configuration is best for you to picking that perfect shade of color for the walls, every decision you make when you set up and decorate your home office will have an effect on your productivity and your morale. This book will help you plan your space to maximize comfort, creativity, and efficiency, and show you just how great working at home can be.

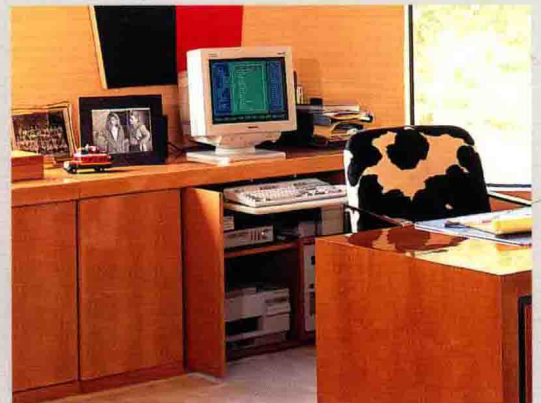
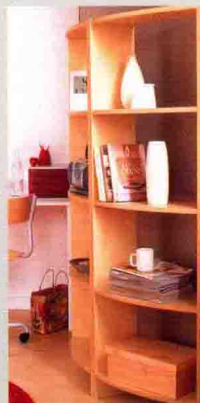
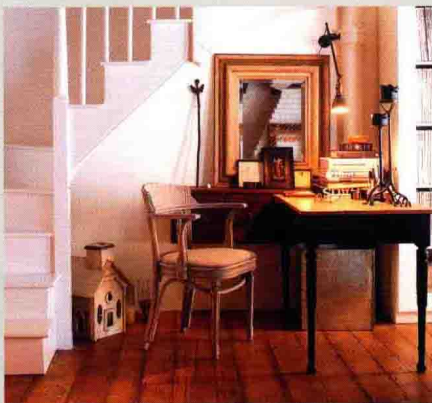
So put away your business suit (if you don't have any appointments today), pour a cup of coffee, and learn how to create a home office that is not only functional, but a space that will be the envy of your corporate counterparts.



How to Make a Better Business at Home

Home Office Planning, Set-up, and Organization

Running a successful business at home means taking the skills, sense, and habits you've developed over the years and putting them to work outside of the traditional office environment. While the tasks you'll be handling might not differ all that much from your old suit-and-tie job, your surroundings will have changed immensely. No more traffic jams or long, crowded commutes, no boss breathing down your neck if you're a few minutes late, no huge dry-cleaning bills, ties, or high heels. But gone too is the unlimited supply of paper and supplies, the friendly mailroom workers who take care of packing, shipping, the cleaning staff who take care of vacuuming your space and taking out your garbage and recycling. You'll also be away from the camaraderie of office





life: no more friendly water-cooler conversation, peer pressure to perform, or easygoing lunch hour excursions.

Yes, the work-at-home life can be a major adjustment, but many find that adjustment easier by creating sensible home offices that are comfortable, functional, and that address the specific challenges of working at home. In this section, you'll learn how to plan and design a space that will allow you to work with as much or even more focus, creativity, and productivity as you did in the corporate world, with the comforting advantages that only working at home can provide.