## **Home Office Checklist**

Answer the following questions as thoroughly as possible to help you begin the process of setting up your home office. Upon completion of this worksheet you should have the information you need to set up your office and use it efficiently.

How Do You Work Best? (Check all that apply	
☐ I need absolute quiet to get anything done	☐ I don't mind interruption
☐ I like to spread out when I work	☐ I like everything organized and neat
☐ I need lots of natural light when I work	☐ I don't mind using a desk lamp
☐ I prefer traditional office hours	☐ I work best at night or on weekends
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What Are My Possible Options for an Office in	My Home?
$\square$ Master Bedroom $\square$ Spare Bedroom $\square$ K	Laundry/Utility Room ☐ Laundry/Utility Room
☐ Finished Basement ☐ Finished Attic ☐ ☐	Oen
Who Will Be Accessing My Office?  ☐ Just Me ☐ Clients ☐ Employees	
In The Location I Have Chosen, How Many of ' ☐ Outlets ☐ Phone Jacks ☐ Internet/C	8

**Office Supply Needs Assessment** 

	Supply Supply	Currently	Need to	Possibly
		Own	Purchase	Need
Furniture	Desk or Armoire			
	Office Chair			
	Desk Lamp			
	Filing Cabinet			
	Bookshelf or other			
	Shelving			
	Supply Closet/Cabinet			
Computer Equipment	Computer			
	Printer			
	Fax Machine			
	Copier			
	Scanner			
	Telephone (ideally 2 lines)			
	Cable Modem			
	Wireless Router			
	Cables/Surge Protectors			
	Blank CDs, DVDs or other			
	external storage devices			
	Software (depends on what			
	you need to do your work)			
Basic Supplies	Multipurpose Paper			
	File Folders			
	Labels (File, address, etc)			
	Pens/Pencils			
	Highlighters			
	Pencil Sharpener			
	Scissors			
	Binders			
	Notebooks			

Other Supplies I Need:		

When working from home, it can be difficult to use your time efficiently since it is a more relaxed environment and you are the one setting the schedule. The following are common tasks completed during the workday. Decide in advance the time of day that you do these activities best and schedule them into your calendar or planner.

Task	AM	PM
Check Voice Mail		
Check Email		
Return Calls		
Daily Planning		
Work on Projects		
Administrative (i.e. paperwork,		
filing, etc)		
Meetings		
Conference Calls		
Marketing		
Goal Setting		
Research		
Errands		
Other (Please List in Space Below)		