

YOUR NAME HERE

# 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:

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