



# *DIY home office guide*

Ten Things to  
Make Your  
Home Office  
Work for You





*When you decide to have a home office the most important thing to do is to create a space that is comfortable and has the technology and tools you need.*

*Below is a list of things to consider when setting up your office is to make it comfortable and keep it simple.*

**1. Office Location** Take your time to choose where in your home to set-up your office. In some homes there might be a spare room that would make a good office. Other homes rooms are fully occupied so there is a need to be more creative. Perhaps it could be in a dormer window, or on a landing or even under a staircase. If possible, I suggest avoiding the kitchen because family members often pass through or bedrooms so the last thing you see before going to sleep is a desk with a computer and office paraphernalia.

**2. Make the Office a Reflection of You** It's your space so create the environment that's the most inviting and comfortable for you. Though I'm more of a minimalist I still like having a plant, artwork on the wall, and some books near me. Good lighting and a comfortable chair are also important.





**3. The Workday** When working from home it's important to delineate “home from office”. When in the office you’re a working professional. To ensure structure to your day have a schedule similar to the workday you had at your office outside the home. Remember to take a few breaks and lunch. I especially enjoy going outside for a short time. At the end of the day close the door or have your own ritual which says, “my workday is done”.

**4. Wi-Fi Router** Whether it’s for our computers, tablets, smartphones or smart televisions we’re all dependent upon Wi-Fi Router technology. After struggling with our cable company wifi router for too long we embarked on a search to find a better system. Our research led us to the Google Nest Wi-fi Router which provides a continuous strong signal and can support up to 200 devices. You can purchase a single router or add one or two extenders (boosters) depending upon the size of your home. Other brands to research are Netgear and eero.

**5. File Cabinet** Though so much of the world is digital there is still a need to hold onto some paper. Tax returns, important medical records, reference documents or other papers for which you need original copies. You may also want to keep some of your desk supplies in the top drawer.

**6. Paper Conundrum** Having just said it's important so save some paper documents its equally important to let go of a lot of unimportant paper clutter. Even though we receive lots of email, there is still a lot of paper mail that arrives through the postal service. To prevent piles of paper gathering in your office I suggest quickly reviewing the mail either the day it arrives or two to three days later. When sorting, immediately recycle the paper that is not relevant and separate the other pieces into categories such as bills, social events, charitable contributions and other categories important to you. If you don't have time to review the mail each day then do so every two to three days. This will stop the stacks from growing so large that you won't want to leave the room when you see them!

**7. Basic Desk Supplies** It's important to keep everyday office supplies at hand. My recommendations include file folders, paper, printer ink cartridges, post it notes, pens/pencils, scotch tape & holder, scissors, stapler, and paper clips. Of course, you might want other items specific to your needs.

**8. Desk Supplies Containers** It's helpful to keep all your supplies in one place. There are containers that sit on your desk or a shelf and or a drawer organizer that fits into the top drawer of a file cabinet.

**9. Digital Tools** To help with scheduling <https://calendy.com> is an excellent tool to schedule meetings and events. To host meetings and webinars with colleagues and clients <https://zoom.com> offers lots of choices. Of course getting paid is very important and both <https://paypal.com> and <https://squarespace.com> offer different options from which you can choose.

**10. Small Safe** Though it doesn't have to be in your home office having a safe at home is very helpful. You can keep documents including passports, birth certificates, social security cards and other personal papers. You can also store other important non-paper items. When you need something important/valuable you'll know where to find it.





# Recommended Products

[White Poppin Letter Tray Storage Kit](#)

[Security Safe with Electronic Lock and Override Key](#)

[Google Nest Wifi Router](#)

[Poppin File Cabinet](#)

[Black Expandable Drawer Organizer](#)

*I hope you find these  
tips helpful!*



*If you have questions, please  
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