

# 5 Steps to Create A Successful Home Office

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Organizing Your Home Office –Who? What? Where?

## **1. Who:**

Determine **Who** uses the office?

Just You? or Multiple people?

Do visitors come to meet here?

## **2. What:**

Determine **What** you actually need to do your work? ( Take measurements.)

- A Surface to work on (using computer, reading, writing, reviewing )
- Surfaces needed for equipment? (computer, printer, scanner, phone )
- Storage of what? How much space approximately? What type?
  - **Left Brain** – Everything in closed storage –clean uncluttered surfaces
  - **Right Brain**-Visual and Direct Access to the things you need to use frequently

## **3. Where- The Physical Space:**

Determine the positives of the physical space.( Take measurements.)

( size, window(s), ceiling height etc.)

Determine the limitations of the physical space. (Take measurements.)

(heat vents, cold air returns, doors, ducts, windows) that you need to work with.

## Steps to Create a Successful & Functional Layout:

1. Establish the pattern of traffic flow in / through your space.
2. Establish an Ideal “Work Station” Layout for yourself.( Your style / needs)
3. Working with #1 and #2 determine the ideal location for your workstation(s). Take into account space for moving within the workstation, in and out of it, and space for visitor seating if appropriate.
4. Add an appropriate amount of storage ( filing, closed , open shelves ) on wall space above and beside your work surfaces, full height on other available walls, and in low units below windows where possible.
5. Add personal touches, artwork, carpets, family photos small sculptures, and plants to personalize your area.

