



Neatness Counts KC Brings You

A Guide on How to Set Up and Improve Your Home Office for Maximum Efficiency

A suitable Home Office, must have:

Basics	Recommended
<ul style="list-style-type: none"> ■ Good lighting ■ Plenty of Electrical Outlets ■ Privacy to limit distraction ■ Connectivity strength to the Internet ■ Storage ■ Ergonomic seating ■ Phone Access ■ Air Conditioning or Heating 	<ul style="list-style-type: none"> ■ Noise reduction coming from outside your home office ■ Appropriate or desired backdrop for video conferencing. KISS. ■ Isolation from loving pets or family or house mates ■ Security of proprietary information ■ Security of Client personal information

Items you may need

Priority	Secondary
<ul style="list-style-type: none"> ■ Computer with monitor, camera and microphone ■ Phone, Smart Phone ■ Desk and Chair ■ Pens, Pencils, Notebook/Calendar ■ Trash bin ■ Printer ■ Surge Protector/ UPS ■ Back Up System, <ul style="list-style-type: none"> ■ 3 copies, 2 medias, 1 off site 	<ul style="list-style-type: none"> ■ File Cabinet or Stacking Trays ■ Shredder ■ Scanner/Fax ■ Stapler ■ Post It notes ■ Paper Clips, binders, folders, rubber bands

How to Arrange Zones

Think of sitting at your workstation.

Safety first, do not drape your wires in a place where you or anyone else must step over the wires. Do not place wires under carpet where they can fray and become a fire hazard. Make sure you are not overloading an electrical outlet. Use a surge protector to protect your information, but do not use it thinking that it gives you more outlets, because you may overload your outlet and spark a fire. If you have pets or children that may wander into your home office, safety proof your office for their safety. There are many other safety considerations, and you might think back to those safety messages posted at your brick and mortar office. Chemicals and their safe handling. Always have a fire escape plan and rehearse your very own fire drill to leave your new home office.

Setting up your office will be very different for a person who likes their stuff out than a person who likes their stuff away. Neither person is wrong, this is just a preference that you should pay attention to. If you forget that you have items or where you put items in drawers or cabinets, then you are a stuff out person. If you prefer a clean desk with nothing on it, and everything filed away of in a drawer or behind a cabinet drawer, then you are a stuff away person. The key is to be able to find

things when you need them. If you like to stack items rather than file them, be careful to shore up your stacks so they don't fall over. You may want to use dividers or deep baskets to keep each stack separate and safe.

What do you need within arm's reach? I need my beverage, my headphones, my phone, my laptop, and my sweater in case I get cold. Those items that you use frequently should also be within arm's reach, I use post it notes frequently, and they might need to be within arm's reach. Consider those items, that when you need them, you need them urgently, place them within arm's reach. For example, if my cat knocks over my beverage, and I didn't have a lid on it, I need the paper towels urgently. With the flu today, we may need cleanser and towels nearby to clean our hands and our office.

What needs to be in the same room, but visible? I need some of my office tools, like a stapler, hole punch, scissors, printer, scanner, and some inspirational pictures or items.

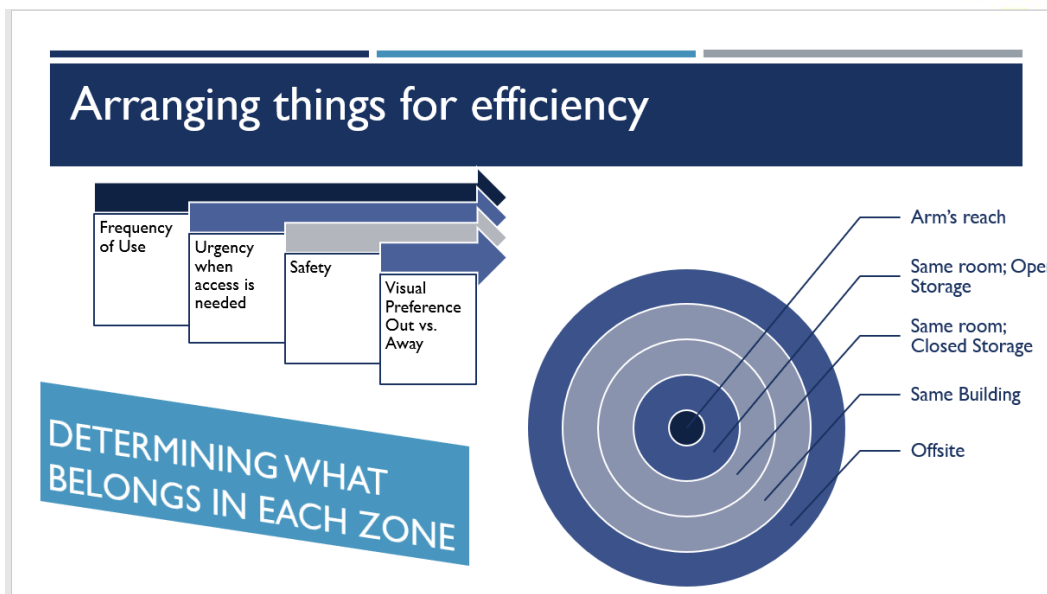
What needs to be in the same room, but can be stored away out of sight? My files are in a file cabinet in my office. I had to clean out a drawer for my office files since most of the files in the cabinet were our home files. Envelopes, Stamps, colored pencils, and labels are all in my office but stored away.

What can be stored in the same building, but in another room? I don't use the shredder as much as my husband, so we moved it to the kitchen where we can both use it, but it is closer to him.

What can be stored offsite, in a different building or storage facility? If I was still a tax accountant, I would probably have files more than three years old stored securely in a temperature-controlled warehouse. If a client requests to look at a return from five years ago, I could go and pull the record, but it is so infrequent of a request, that I hardly ever have need of files older than 3 years, they can be stored offsite. For items that are so valuable to my business as a scrapbook creator, I store 1 copy of a client's pictures in a digital format, off site so that in case of fire or flood here, I still have another copy at a different location. For files and pictures that are valuable, I recommend a 3,2,1, method of storage, 3 copies, 2 formats, 1 off site.

As you move around the you new home office, I recommend different zones. I have a printing and scanning zone to various workstations, such as in a kitchen, the zones move with you. I have a file cabinet and organizing files and notebooks zone with the hole punches, notebooks, tabs, labels, and file folders. I have a mail zone with the cards, post cards, envelopes and stamps. I have my computer zone, which is where most of my work takes place these days, with my laptop, beverage, mobile phone and ear buds.

Everything should have a home in your office, and everything should be in its home. Make adjustments to your office if you find it is difficult to get to something or to find something. Change it as time goes on to make the office arrangements work for you. If your office has to transition to another purpose after or before office hours, consider this a gift that you are now pleasantly forced to constrain your work hours to 9 to 5 and find balance, or harmony with your work and family life. You can use these concepts to arrange other parts of your home. Create zones, place things by frequency of use, urgency, and preference. Always keep safety in mind.



Great Help available at the links below

Not all Video Conferencing Networks are Equal

https://www.lifesize.com/~/_media/Documents/Related%20Resources/Guides/Video%20Network%20Best%20Practice%20Guide.ashx

How to Look Professional in a Video Conference

<https://www.pcworld.com/article/2048057/how-to-look-fresh-and-professional-in-web-meetings.html>

17 Items you need in a home office

<https://www.thebalancesmb.com/a-checklist-for-setting-up-your-home-office-2951767>

Disadvantages of Working from Home

<https://www.thebalancesmb.com/the-disadvantages-of-working-at-home-2948688>

How to Organize for Home Quarantine

<https://www.thelily.com/how-to-optimize-your-home-for-self-quarantine/>

Exercises to do at your desk

<https://snacknation.com/blog/office-exercises/>