

The Furniture Heartland

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HOME OFFICE: COMFORT AND PROGRESS

Whether you are just starting out or you have decided to redesign, creating the right work space out of your home can take some time.

However you decide to decorate your home office, there are a few simple tips that you should always keep in mind.

First, and most importantly, it's necessary to keep your home life and work life as separate as possible – even if each environment is under the same roof.

For people who have set up shop in a home office, life can intrude on the job environment just as easily as work can spill into their home life.

The solution to keeping the two spheres from colliding is deceptively simple.

Essentially, it's a matter of having boundaries as well as the discipline to enforce them.

Designating a space that is for work and work only will help everyone in the household live happily and help you work efficiently.

As for decorating, take some time to decide which type of style is best for you.

Different colors, decorations and furniture set different

moods for any room, let alone an office.

Keep in mind that it would be beneficial to find a work space in the house that generates a lot of natural light. This will help your productivity and mood.

The first step in this process, however, is to define your space.

If you're lucky enough to have a separate room for your home office, the task won't be so hard.

The key to a good home office is to make use of whatever space you have, whether it's a stair landing, a small closet, a spare room, or an unused corner of the living room.

For greatest efficiency, find a space that can be dedicated to a home office area and nothing else.

Since productivity requires efficiency and organization, home offices should be well-lit; should facilitate the use of computers, faxes and printing machines; should be stocked with storage; and should be comfortable.

For those individuals who are low on time and/or money, there are many dollar-saving steps they can take as well to stay within their budget.

CREATE A PLAN

It might be tempting to just move the pieces around until the space works. But if you spend some time actually measuring your space, creating a floor plan (small as it might be), measuring your furniture, and thinking it through, the final result will be much more satisfactory.

WHAT CAN YOU DO YOURSELF

Whatever work you can do yourself will save you money. Your home office space is probably not going to be too big, so consider painting the walls yourself.

Adding a fresh, lively color or a sedate, calming color will set the tone for your work space. And if you're not a pro at painting, never fear. Most of the space will be covered up with furniture anyway.

WHAT DO YOU ALREADY HAVE?

Can you move furniture or accessories from one part of the house to your new home office? If you don't have to buy some pieces, you'll save a lot.

Is there a comfortable chair in the guest room? Do you have some pictures tucked away in a closet that would be inspiring and decorative on the walls of your work space? Look around to see what you can use in your home office.

FIND A DESK

The desk will be the most important piece in your home office and it is not something that you want to skimp on. The right desk will be key to your productivity.

No matter what your business or what your purpose for having a home office is, it's important that your space is efficient and well-suited for you.



The Corner Office You Always Deserved

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