

Hello, Friends!

810.348.1772

betty@logicalplacement.com • www.LogicalPlacement.com

Balancing Work From Home. What's The Secret?

If you are planning to work from home, it's important that you set yourself up to be successful. Here are some helpful hints I've collected (while I've been working in MY home office:)

- ✓ Give yourself a schedule. What time are you starting and ending your work day? If you have a planned ending time, there will be less guilt and more of a separation between work and family time.
- ✓ Give yourself the space. If you can dedicate a room in the house as your work-office space, that would be great — but not everyone has the space. It's ok to use your kitchen or dining room table for work, but always remember to clean it up at the end of the day. Your family members don't need your work reminders when you are sitting down for dinner.
- ✓ Same with needed equipment. It's also helpful to give yourself the office items you need, such as a desk and office chair. Maybe a desk with filing cabinet or separate filing cabinet within reach would work best for you. Make sure you have all your needed supplies close by, too. Those can be housed in an armoire, cabinet or closet with shelves, so things can be organized and labeled by shelves. It is also a good idea to have an electrical surge suppressor and power bar for all your electronics — and of course, your laptop, phone and printer should be close by.
- ✓ Have a conversation with your family members to let them know you are not to be disturbed between certain times of the day. It would be a great idea if you hired a nanny or made childcare arrangements for your small children because to be quite honest, it's very difficult to watch your children and work at the same time — so don't sell yourself short. Some people even put a sign out on their door as a visual reminder to not be disturbed. Others always shut the door to their work room. That gives them more of a feeling that they're in the "office."
- ✓ You can take a break at lunch, but watch the clock or set a timer so you're more aware of your time. That way, you'll feel less guilty if you want to throw in a load of laundry or start your dinner during your work day.
- ✓ Then when quitting time arrives, clean off your desk, set your goals for the next day, so you won't feel guilty that you put in your full day at the "office." Plus, you'll want to start the next day with a decluttered desk — a clear mind often leads to better ideas.
- ✓ Profession organizer Julie Morgenstern even suggests to do your job in your work attire during the day, but when it's quitting time, change back into your casual wear. Experts agree time and time again that our professional attire affects the way we work.

Good luck on working from home and if you have any suggestions on what has helped you work successfully at home, please let me know. I can share them here in the future.

Your local professional organizer,

Betty Huotari

P.S. If you would like to share this email with a friend, please pass it along and if they would like to be added to my list, have them send me an email. If you wish to unsubscribe from the monthly newsletter, please send an email to betty@logicalplacement.com.

