Work from Home Checklist

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# Tasks:

☐ **Think Before You Work**

☐ **Can you handle working from home? This question is tougher than it sounds**

*Try a few "practice days" before you make your final decision.*

☐ **Will you be working from home occasionally, part-time, or full-time? This will affect both your ultimate decision and possibly your approach to the task, as well as any budgeting concerns.**

☐ **Make a list of the pros and cons**

*Will you be saving money, or spending more on office supplies? If you're a freelancer, you'll have to open an IRA, and also consider health insurance. These factors should all be taken in to consideration.*

☐ **Home Office Essentials**

☐ **A quiet room or personal area with enough space for all your supplies**

*This should be ;separate ;or partitioned off from the rest of your home, a place where you can work undisturbed.*

☐ **Laptop or desktop computer**

*Both are good, but if you have to pick, a laptop may be your best bet, since it's portable.*

☐ **A desk and comfortable adjustable desk chair.**

☐ **Pens, pencils, and any other necessary writing tools**

☐ **Legal pads or notebooks; paper**

☐ **Memo pads/sticky notes**

☐ **Printer and paper**

☐ **Dry-erase board with markers**

☐ **Bulletin board with pins**

☐ **Filing cabinet with file folders**

*If you run a business out of home, this ;may be necessary.*

☐ **Specialty tools of your trade**

*This could be a draft board with a place to stash blueprints, or a dressmaker's dummy. Whatever it is you need for your job, you better make sure you have it!*

☐ **Working Effectively from Home**

☐ **Ensure your work space is conducive to working**

*This sounds like a no-brainer, but if you don't set up an office environment that allows you to comfortably work and stay focused, you won't be productive.*

☐ **Schedule your day**

*In order stay motivated and productive, you need a structured routine so you can effectively manage your ;tasks, especially if you have deadlines to meet.*

☐ **Track your Time**

*Monitor how much time is spent not working. What are you doing, and how much does it detract from your work schedule?*

☐ **Avoid checking personal email or visiting social networking sites during work hours**

*This can distract you for hours, and will inevitably cost you your day...and possibly your job.*

☐ **Stay Connected**

*If you work from home full-time, it's easy to lose contact with family and friends. Set aside time during the day (during a break, for example) to call or email close contacts...stay in the loop.*

☐ **Take breaks**

*Even working from home entitles you to a respite from your desk. Just be sure it's a reasonable break, and you use it wisely.*

☐ **Change your scenery**

*If you're going stir crazy, it's ok to step out for a walk, or bring your work with you - take your laptop to a coffee shop or favorite place and work from there for an hour or two.*