

MAKE YOUR HOME OFFICE WORK FOR YOU

Tips for Creating a Productive Home Work Environment

(NAPSA)—Due to advancements in technology, more people are working from home. According to the Bureau of Labor Statistics, 19.8 million people do some work at home as part of their primary job. Because of this trend, more and more people are setting up home offices.

Although technology facilitates the ability to work at home, telecommuting can pose certain challenges. Here are some tips on how to create a home office environment that will work for you:

- Make sure your home office is in a good location. If possible, set it up in a room that's quiet and away from high-traffic areas. This will allow for less distraction and more productivity. A room with good lighting and climate control is important, too.

- Stay organized. Your home office should mirror that in any corporate environment. To that end, arrange office supplies that you use everyday in such a way that they can be easily accessed. In addition, consider installing cabinets to store unused files and office supplies.

- Don't keep things in your home office that don't belong there. Items such as kids toys and exercise equipment can be a distraction. However, if it's not possible to remove non-work related items, consider enclosing the home office area with a screen or decorative barrier.

- Have a dedicated phone line in the home office. This will enable you to easily distinguish business calls from personal calls.



Also, consider an additional dedicated phone line if you're setting up a fax machine. This will eliminate the need to ask clients to call you back so you can hook the fax machine into the phone line.

- Make the most of your space. If you have a small room or corner for your home office, consider furniture with components that fold up when not in use. And, don't forget the walls. You can free up desk space, for example, by mounting the phone. Hang pictures or items you need easy access to (such as a palm pilot or calendar) with new Scotch reclosable fasteners from 3M. Scotch reclosable fasteners last for thousands of closures without diminishing the holding power, allowing you to remove and replace items as many times as you like. Scotch reclosable fasteners are available at office supply and mass merchandise stores nationwide.