

newsworthy trends

Building A Better Home Office

(NAPSA)—The new buzzword in home offices is consolidation. That's because many people working out of their homes face a similar problem—so little space, so many office tools and gadgets to fit in.

The "space issue" is a significant one, as the Independent Homeworkers Alliance estimates 48 million people work out of their homes at least part of the time. It is believed many of those people have cramped workspaces that negatively affect performance, productivity and possibly even their level of professional success.

If you want to free-up space in your home office, try these tips from business experts:

Select a Space—If you're planning to work from home regularly, set aside a space, such as a spare room or quiet section of a room to use for a home office. Keep all work materials in your workspace to minimize business intrusions in your household space.

Create a Focal Point—While any table can be a home office workspace, consider purchasing a desk that will help organize supplies and paperwork, such as one with an integrated file cabinet, drawers for pens and pencils and adequate computer space.

Combine Products—Most home offices need a phone, answering service, fax and copier, but can valuable desk space be spared for each product? Consider buying an all-in-one product, such as Sharp's Five-In-One Communications Center (UX-CC500), which incorporates 2.4 MHz cordless



There are more ways to make home offices more comfortable—and efficient.

phone, corded phone, answering machine with four mailboxes (which can eliminate separate voicemail charges), plain paper fax and copier all in one stylish, space-saving unit priced at \$199. You can also add up to three cordless phones (\$99 each) to place in other rooms without needing to call the phone company to add extensions to your house. Plus, the cordless phones can double as walkie-talkies when you're away from home.

Minimize Costly Expenses—With the right products, many tasks that are outsourced at high costs can be handled in your home office. For example, if you're making many copies at a copy center, you can include Sharp's new digital laser copier (AL-1551CS) in your home office for double-sided, collated copies, an integrated digital laser printer and color scanner for \$799.

For more information, visit www.sharppusa.com.