

# Home Office Checklist

Answer the following questions as thoroughly as possible to help you begin the process of setting up your home office. Upon completion of this worksheet you should have the information you need to set up your office and use it efficiently.

## How Do You Work Best? (Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> I need absolute quiet to get anything done | <input type="checkbox"/> I don't mind interruption            |
| <input type="checkbox"/> I like to spread out when I work           | <input type="checkbox"/> I like everything organized and neat |
| <input type="checkbox"/> I need lots of natural light when I work   | <input type="checkbox"/> I don't mind using a desk lamp       |
| <input type="checkbox"/> I prefer traditional office hours          | <input type="checkbox"/> I work best at night or on weekends  |

## What Are My Possible Options for an Office in My Home?

- Master Bedroom     Spare Bedroom     Kitchen Table     Laundry/Utility Room  
 Finished Basement     Finished Attic     Den     Other \_\_\_\_\_

## Who Will Be Accessing My Office?

- Just Me     Clients     Employees

## In The Location I Have Chosen, How Many of The Following Are There in the Room?

- Outlets     Phone Jacks     Internet/Cable Hookup     Windows     Closets

## Office Supply Needs Assessment

	Supply	Currently Own	Need to Purchase	Possibly Need
<b>Furniture</b>	Desk or Armoire			
	Office Chair			
	Desk Lamp			
	Filing Cabinet			
	Bookshelf or other Shelving			
	Supply Closet/Cabinet			
<b>Computer Equipment</b>	Computer			
	Printer			
	Fax Machine			
	Copier			
	Scanner			
	Telephone (ideally 2 lines)			
	Cable Modem			
	Wireless Router			
	Cables/Surge Protectors			
	Blank CDs, DVDs or other external storage devices			
Software (depends on what you need to do your work)				
<b>Basic Supplies</b>	Multipurpose Paper			
	File Folders			
	Labels (File, address, etc...)			
	Pens/Pencils			
	Highlighters			
	Pencil Sharpener			
	Scissors			
	Binders			
Notebooks				

