

Organizing your **HOME OFFICE AS A FREELANCER**



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Organizing Your Home Office as a Freelancer

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Introduction

Do you have a home office or alternatively, are you intending to set one up soon? Here we discuss various tips for organizing your home office for peak performance along with suggestions on how to go about choosing your desk, chair, lighting, computer and even what decorations to consider! Make your workstation the best it can be to accelerate your productivity while working from home.

1. Tips for Organizing a Home Office

Working at home as a freelancer or online service provider offers a great deal of ease and flexibility with scheduling. While sitting on the couch in pajamas to work might be tempting, a home office provides the structure and quiet that a person needs to complete important tasks.

A Separate Space

Setting aside a spot in the home for the office is necessary. Individuals who have a spare bedroom may wish to consider allocating this area to their work tasks for peace and privacy. Even if an additional room is unavailable, securing a spot in a part of the bedroom or den will make do. The worker should have enough space for a computer, telephone, and any other work-related materials. The other family members should know that this space is dedicated to working only.

Easy Access

Scrambling to find important documents or phone numbers in the middle of an office is unprofessional, and the same is true for those who work at home. Individuals must prioritize their documents and equipment. A computer desk with shelves or drawers on it is optimal since the individual will easily be able to access all their work-related supplies. Having a phone near the computer also ensures that conference calls or order submissions don't go awry.

Various Workstations

If an entire room has been dedicated to the office, the individual should try to set up a couple of different workstations. For example, having both a coffee table and a