

# **SPECIAL REPORT**

## **Extreme Home Office Makeover! The Secrets to Creating an Inspiring Home Office that You'll Love!**



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Report published by:

<http://www.webmomz.com/ilovemylife1.htm>

Special report excerpted from *I Love My Life: A Mom's Guide to Working from Home* by Kristie Tamsevicius (Wyatt MacKenzie Publishing).

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Congratulations for downloading this special report from ILoveMyLifeBook.com. I admire your desire to create an inspiring office space that you'll love!

This report is going to show you strategies that you can use right away to setup your home office, find the right furniture, and organize it so the space really works for you! The great thing about having your own office, you can choose every aspect of it so that you can spend your time working in an environment that is both efficient and a "feel good" place.

### **You Know You Need A Better Home Office When....**

I realized I needed a better home office space when my business things started creeping up in every corner of the house. I'd go in the living room and find a file. In the kitchen would be my bills. And I'd have to hunt in the family room to find the business book I had been reading. You seriously cannot run a business from the kitchen table. You need your own office!

Since then, we converted our family dining room into my home office. It's a beautiful color that inspires me. I am surrounded by pictures of my family and things that are special to me. Now there is a place for everything. I can find anything I need in a few seconds. And finally, when I go in the living room to with the family, I can truly relax. I don't have to be surrounded with work things. **It's totally changed my life.**

### **When you get a home office you love, you'll:**

- spend your time getting more work done
- be able to focus better
- experience the thrill of a space that truly inspires you.

### **Are you ready to do an extreme office makeover?**

All right then!

Let's move on to ***EXTREME OFFICE MAKEOVER: The Secrets to Creating an Inspiring Home Office that You'll Love!***

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## Setting Up Your Dream Office Space

One of the great privileges of being an entrepreneur is being able to work from home. But with the freedom of your career, also come the challenges. The sink is full of dishes, your son left his crayons /on your desk, and the laundry is piled up in the corner. A well designed home office help you transition from the role of domestic goddess to high power entrepreneurial executive. Just like Clark Kent changes in the phone booth to become Superman, as you enter your office space, you turn into queen of your home business empire. Instantly your mind shifts from the laundry list of household chores, to strategies for earning that big check next month and enjoying greater business success.

But how can you plan the perfect workspace; one that keeps you organized, inspires you, and boosts your productivity? Here with some rules of thumb to follow when designing your home office space.

### **Put it together it a way that makes sense.**

**Placement.** Decide What Goes Where. Place key equipment in a way to flows with the way that you work.

**Organization.** One great way to stay organized is to create centers for the tasks you frequently perform. For instance you might want to put all your brochures, order forms, and catalogs together in one place. Other "centers" may include a mailing center, a faxing center, and a printing center. Boxes and bins are great for keeping smaller office supplies organized.

### **Plan a space that meets your needs.**

As a work-at-home business executive, you will be spending a lot of time in your home office. Take the time and effort to create an office that is inviting, organized, and efficient. A home office should be more than just a corner of a room set up with a PC. When setting up your office, several details come into play, such as function, location, lighting, equipment, furniture, and most importantly, atmosphere.

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**Space:** Imagine your dream space. You have the freedom to create the space of your dreams. Where is it? What items do you need to have in it? Some questions to ask yourself are: what equipment you'll need, what things you'll have to store, and how much privacy you'll need. Do you need to stay close so you can keep an eye on the kids? Do you need a meeting space? Will you have customers or other consultants stopping by?

**Storage.** While not every business owner needs to keep products on hand, those that do know that having an organized space to store product is critical. Make sure that space you choose has ample room for shelving and storage. Think about the items you handle on a day to day basis in your business. Now make a list of the items. Do you need a bookshelf or wall holders for catalogs and brochures? With the proper space and containers too keep your office tidy and you'll have a clutter free, organized work space.

**Furniture.** Next it's time to outfit your work space with a desk, bookcase, and filing cabinets. Today with the boom in home based careers, there is such a variety of office furniture to choose from. Whether it's a simple desk, an office armoire, or a complete L-shaped unit, make sure you'll have the desktop space you need to keep key items at your fingertips. Dare to splurge a little on getting yourself a comfortable and ergonomically supportive chair. It's a back-saving and worthwhile investment.

**Equipment.** Plan a spot to put your computer, phone, and fax. Buying an all-in-one printer/scanner/fax machines is a smart choice that saves you desktop space and money!

**Noise:** Do you need complete peace and quiet to concentrate or do you enjoy being in the heart of family activity? Determine how noise and activity will affect you and choose a location that offers the best mix of "kid time" and quiet time.

**Sharing space:** Will it drive you crazy if the kids borrow pens from your desk? Do you need to lock up your important files and work space? Will you mind having your work desk in a public area? If your desk is in an everyday area of your home will you be tempted to work during family time?

**Client visits:** Will your business require that you hold client meetings in your home? If so, what area could function as the client meeting spot? Will your clients mind casual meetings at the kitchen table or do you need a more sophisticated client meeting area such as a multifunctional

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lobby/front room area of your home?

**Working with small kids:** If you will be working at home and supervising your children during work hours, you will want to set up an office right in the heart of family activities. The living room or family room makes an ideal spot for such purposes. You can work right beside your kids and are readily accessible to watch them, share conversation, and be a part of their daily life. On the other hand, if you will be having in-home supervision for them, then you can select an office where you are close, but have the option to shut the door if you need to focus on work activities.

**Location.** Choose a space in your home that best supports those needs. Whether it's a space bedroom, a corner of the living room, a large closet, an attic or a converted garage; find a room that has enough space for the equipment and furniture you need.

**Possible office locations:**

- **Converted garage:** Do you have a secondary place you can park your cars? You will need to heat it and finish the interior.
- **A large closet:** Makes a handy, compact office that can disappear out of sight simply by shutting the door.
- **An addition:** While this is an expensive alternative, it is definitely an option to consider. By adding an addition, you can completely customize the space to perfectly suit your needs.
- **The first floor of your home:** Some home businesses purchase a large home where the first floor is used for business and the second floor is used for family living.
- **Your own bedroom:** Will you work in your dreams if you fall asleep looking at your desk? On the other hand, your bedroom can offer great privacy, peace, and quiet.
- **Attic or basement:** A finished basement may be an ideal spot for your at-home office, especially if you have a walkout basement with a separate entrance. However, it can be difficult to control the lighting and temperature. Additionally, some basements can be very damp.
- **Kitchen:** Forget it! The kitchen is too busy and messy. You also won't be a happy camper when your kids spill gravy on your office chair and tromp excitedly through the kitchen on their quest for fruit snacks during your client calls.

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## **Create an inspiring atmosphere you'll love.**

Music, lights, candles, action! With careful detail, you can make every aspect of your office special including location, lighting, view, music, and a fragrant aroma. Place pictures of your special friends and family in a high visibility spot. Consider arranging office furniture using Feng Shui principles. Paint the office walls a soothing color. Set up your office in a room with a view. Hang pictures of beautiful landscaping or inspirational artwork. Light a candle, burn incense, or open a window to let in fresh air. Make sure you have adequate lighting. Spend the money for a comfortable office chair – your back will thank you!

**Personalize.** Now's the chance you have been waiting for to create the office of your dreams. Make your office a space that truly inspires you. Little things make such a difference. Choose a paint color that brings you joy. Pamper yourself with treasured photos, candles, and artwork on the wall. Add a touch of romance and a dash of color with a potted plant or vase with flowers on your desk. Finally, having inspirational quotes, a dream map, and visual reminders of your goals can be powerful tools to keep you motivated and on the track to success.

**Clean and tidy.** There's nothing like starting the day with a clean desk. Try to get in the routine of either cleaning your desk at the end of the day, or doing a 5 minute tidy first thing in the morning. By having a place for everything and everything in its place, it's easy to stay organized and be more efficient.

**Lighting.** Don't skimp on lighting. In addition to creating ambiance in the room, proper lighting keeps you from straining your eyes. In addition to having enough overhead lighting, you'll also want task lighting. Today there's a wonderful selection of stylish and functional lamps to choose from.

## **OFFICE FENG SHUI**

Feng Shui is the 4,500-year-old Chinese art of luck management. According to this belief, the elements of your environment have a great effect on your luck, health, wealth, and happiness. Adding or changing the lighting, color, or furniture placement in a room achieves this effect. Making such changes can increase the energy flow, or Chi of all the objects. Chi can offer a positive or negative influence upon you. So having good flow of Chi from proper arrangement of various objects in your office can bring about positive results for your business.

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## **Here are some tips for maximizing the positive Chi flow in your home office**

### **Feng Shui Do's**

- Arrange your furniture to have a smooth flow throughout the room.
- Set up your computer, fax machine, telephone, and desk in the southwest corner of the room.
- Place your chair so that your back is up against a solid wall.
- Hang a crystal in your office entrance to enhance positive Chi.

### **Feng Shui Don'ts**

- Never place your office in a room with two doors.
- Never sit with a window at your back.
- Try to avoid having sharp pointy corners.
- Do not place cactus or sharp looking plants in your office.
- Don't place electronic equipment that heats up by your main door.
- Don't place a paper cutter near your main door.
- Don't allow clutter to pile up on your desk.

### **OFFICE EQUIPMENT CHECKLIST**

- Desktop or Laptop Computer
- Printer
- Computer Desk – While you certainly could start work at a kitchen table, down the road you will want to invest in a desk. It will help you get organized and create a separate workspace.
- Office Chair – You will be spending a lot of time at your desk. Spending money on a comfortable office chair is a worthwhile investment.
- Desk Light
- File Cabinet – One with a lock is preferred.
- Office Software (Microsoft Office)
- Accounting Software (QuickBooks)
- Cordless Fax/Copier/Phone – No sense getting two machines when you can do it with one. There are also many online fax services that allow you to fax documents right through your computer and Internet connection. Look for a phone with an answering machine. Cordless phones are a dream come true and allow total freedom to roam the

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house in search of needed privacy if the kids act up. Plain paper faxes are far easier to deal with than the thermal roller paper versions.

- Phone Voicemail – If you are on the phone and someone calls, you won't want to miss that call. Voicemail can seamlessly switch an incoming caller over so that they can leave a message.
- Cell Phone – If you are an on-the-go person, this gives your clients a way they can always reach you. Cell phones afford you the freedom to slip out to run business and personal errands in a pinch without losing important calls.
- Caller ID – This little device is a real time saver. At one glance you can determine if someone is a telemarketer or an important client. It gives you the freedom to screen your calls. It can also light up to indicate if someone left a message on your voicemail. The final advantage is that you can pinpoint those "hang up" calls and those "just missed" calls. No more "lost" customer calls, period.
- Toll-Free Number – Adding a toll-free number can make it more convenient for customers to call you. But beware of people from Timbuktu calling for long-winded free advice on your dime. Also watch that clients don't call you on your toll-free number when they are calling for paid consulting time.
- Wireless Headset – If you spend a lot of time on the phone, you'll want to invest in a wireless headset. Not only will it save your neck from pain and injury, it also frees your hands to write, type, and care for the kids. I know one business coach who actually mopped the floor while we were talking on the phone. Talk about multitasking capabilities!
- Palm Pilot – While these aren't an essential, having a Palm Pilot can sure come in handy. It can help you check your email, keep your calendar, and look up contact information all on the go!
- A fast Internet connection
- Power surge protector

#### **ON A BUDGET?**

Even if you are working on a tight budget, there are plenty of office inexpensive second-hand stores, auctions, office furniture resellers, garage sales, etc. as well as your local newspaper classifieds to find furniture.

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## **ORGANIZING FOR EFFICIENCY**

Just as a clean kitchen can inspire you to bake cookies, a clean office can inspire you to do more, achieve more, and even enjoy spending time there! According to recent statistics, the average executive wastes 150 hours per year searching for lost documents. Office clutter costs you time and money! The main items to consider when organizing your office are the amount and types of paperwork you will have and which type of organization system works best for the way you work and think.

An organized office is a productive one. By setting up filing systems, paper tracking systems, and keeping things tidy, you'll be able to find things more quickly and focus on the work at hand.

- Have your daily "to do" list placed in a highly visible spot.
- Start the workday with a clean, organized desk.
- Make a dedicated place for everything and put everything in its place. When you are done using an item put it back in its proper place.
- Keep high usage items at your fingertips.
- Use containers, drawers, and desk/drawer divider systems to keep office supplies, paper clips, and pens organized.
- Categorize and keep like items together.
- Label – if you can't tell exactly what something is at first glance, stick a label on it!
- Use a storage box or basket to place magazines in.
- Purchase a drawer unit or other unit to store envelopes an

## **ORGANIZING YOUR OFFICE SUPPLIES INTO CENTERS**

Tera Allision, Professional Organizer and Business Coach, offers the following advice for creating work centers.

"The well-organized home office will reward you with many benefits, including reduced stress, increased productivity, *and* better marketplace advantage. Envision your office just as you would a well-run school classroom, and set up 'centers' for all of the various activities you engage in. Keep all supplies nearby for easy access."

**Mailing Center Supplies:** Envelopes of various sizes, postage scale, stamps and/or postage metering machine, etc. Alternately, you may wish to use one of the online postage services, such

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as ClickStamp Online, available from Pitney Bowes. [www.pitneybowes.com/](http://www.pitneybowes.com/) or [www.stamps.com/](http://www.stamps.com/).

**Printing/Fax Center Supplies:** Paper, both inexpensive printer paper as well as high-quality papers for sending proposals, resumes, etc. to prospective clients. Always keep on hand extra printer cartridges, both black ink and color, as well as an adjustable hole punch and notebooks of various sizes for holding ebooks, online courses, etc. that you may wish to print out for future reference.

**Copy Center Supplies:** Almost every home office needs a copier of some sort, even if just a small one. Or, you may wish to purchase an all-in-one machine, which could include printer, copier, and fax. (If you choose this option, however, beware that if one part of the machine breaks down, often the other functions will also be unusable.) Keep your copier in an easily accessible location, with extra paper nearby. Again, keep plenty of toner and/or cartridges on hand so that your project doesn't get interrupted by a hasty trip to the office supply store! A little trick I have picked up is to in a print emergency, change the font color from black to a dark navy blue to print something out when I am out of black toner.

**Phone Center Supplies:** Telephone, phone directories, note paper, pens, telephone recording device (optional).

### **REDUCING CLUTTER**

By decluttering your office, you'll have more energy, time, and peace of mind. In the end it can actually save you money. Having everything in order frees your mind so you can realize increased productivity.

- The One Touch Rule – Prevent clutter by handling each item as you encounter it. For instance, don't open your mail and just let it sit on a pile in your desk. As you open it, sort it into distinct files for similar type of tasks, to file, or to toss!
- Periodically look through your "stuff." If you haven't touched it, referenced it, or used it in the last six months consider tossing it or placing it in storage.
- Do a yearly "clean out." Store old files away from your office space in a closet, basement, or storage unit.
- Keep a garbage can and recycling bin nearby.
- Keep a shredder close for disposing of confidential documents.

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## **PAPER FILING**

- Get a file cabinet.
- Make alphabetized areas for your business papers, equipment, client files, accounts receivable/invoices, vendor files, and industry information.
- Create a filing system that is organized and makes sense for how you use things. Function is key. For example, you can create files for various topics such as time- saving tips, technology tips, and press coverage.
- Create different spaces for different types of files, alphabetize, color-code, and create neat easy-to-read tab labels.
- Make an area for "hot" items such as current vendor bills, deposits, and customer invoices. Then when a new month starts, move those to a separate file area sorted by month. Then start a new "hot" file for the current month.
- Don't overstuff files. Instead try dividing folders into smaller compartments with manila interior folders.
- Use the right file for the job. Some file folders even have compartments for storing disks. That's handy for keeping software install disks and ebooks filed away with the accompanying paper copy and documentation. Other files are made with extra wide bottoms to store larger stacks of paper in the files.

### **Other handy office tips**

- Keep a variety of thank you and blank note cards handy as a thoughtful way to stay in touch with clients and prospects.
- Post a time zone map in clear view for handy reference when setting up appointments with clients across the country.
- Post a chart of the state abbreviations for handy reference when mailing.
- Keep a three-ring binder on the top of your desk with a sheet for client contact info, vendor contact info, passwords, and other frequently referenced information. Having it at your fingertips is very convenient and saves time.

## **CLEANING YOUR WORKSPACE**

- Wipe off the surface of your desk periodically to remove dust, food, and other messes.
- Clean the dust off your monitor with antistatic wipes or a dry dust cloth.
- Clean your keyboard with a small vacuum attachment or compressed air to blow the dust and food particles out of your keyboard.

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- Clean your PC. You should dust off the outside of your computer at least once a month. Electronics attract dust. Dust can aggravate allergies and over time can ruin equipment. Use a dust cloth to remove surface dust. Then you can use your vacuum cleaner to remove dust from the outer crevices.
- Clean your mouse every six months to remove the lint, dust, and food particles. Scrub the outside of the mouse with a toothbrush dipped into soapy water. Open the mouse and clean the mouse ball with soapy water. You can use a toothpick to remove the dirt by the rollers. Tweezers can also help pick out lint stuck in the rollers. Let the mouse dry thoroughly before attempting use.

## **ERGONOMICS**

By using ergonomically correct equipment you can save your body from pain and strain. Through use of specially designed tools, equipment, and furniture, you can make working more comfortable and improve productivity.

### **Here are some types of ergonomically correct office equipment:**

- Ergonomic chair that allows you to adjust the height
- Mouses
- Anti-glare computer filters
- Document holders
- Foot rests
- Monitor stands
- Adjustable keyboard trays
- Keyboards
- Wrist rests
- Headset or phone cradle

### **Workstation guidelines for monitor placement and lighting**

So how do you know if your computer, monitor, and other workstation equipment is placed properly? Here are some guidelines:

- Eye-to-screen distance: at least 25 inches, preferably more.  
If you are doing intricate detail work, be sure to rest your eyes periodically.

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- Vertical location: viewing area of the monitor between 15 and 50 inches below horizontal eye level.
- Monitor tilt: top of the monitor slightly farther from the eyes than the bottom of the monitor.
- Lighting: ceiling suspended, indirect lighting. Use blinds and shades to control outside light.
- Recommended screen colors: dark letters on a light background cause less eyestrain.
- Posture: You should not slouch when you are at your desk. Good posture allows for deeper breathing and helps to avoid feeling drowsy.

### **Start your Dream Office Today!**

What are you waiting for? Get a jumpstart on your home office now by taking the following actions in the next 48 hours.

- Walk around your home and visualize your office. What space feels good and inspiring to you? Where can you see yourself spending a lot of time and loving it? Choose the perfect space and clear it out.
- Flip through catalogs and magazines. Clip pictures of furniture, décor, and items you'd like to include in your dream office. By getting crystal clear on the intricate details of your perfect workspace, it makes it easier to spot those items as you come across them.
- Shop around and look for smart buys. Scan the newspapers, store fliers, and online office store coupons for sales and special offers.

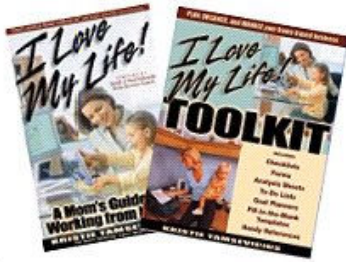
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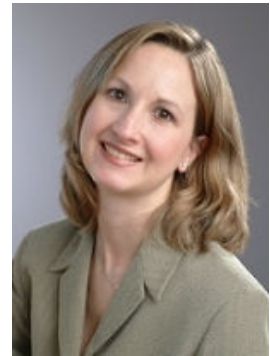
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