

Tips For Working From A Home Office

1. Display your qualifications and achievements.
2. Work regular hours
 - Treat it like you were in a "real" office
 - Stick to regular coffee breaks
 - No social visits during work hours
 - Keep social phone calls brief
 - Never sleep in
 - Have an "in" and "out" tray
 - Install shelving to organise and prioritise work
 - Discipline yourself to a work schedule
 - Ensure any music/radio playing suits the image you wish to project
3. Dress for work – be prepared for unexpected meetings
4. Refer to "The Office"
5. Have your office in a room with a separate entrance.
 - Keep young children away (out of hearing distance of the phone)
 - Have the office lockable so small hands won't be tempted by the computer etc.
6. Have the office well planned to run efficiently
 - Create a welcoming work space
 - Co-ordinate decor and all stationery
7. Get Organised! Live and love with your diary.
8. Maintain a message book; networking book; fax book (ingoing/outgoing); email book
9. Keep a basic stationery resource list, and don't run out
10. Set up a weekly work plan allowing time for sourcing new work.
11. Organise your phone systems, including messages and how you will answer the phone.
 - Put on the answer phone if you need to concentrate
 - Have two separate lines (one for home; one for work)
 - Install "call waiting", "call divert", and "conference call"
 - Check whether it is necessary to purchase a mobile phone
 - Answer the phone in a professional manner (XYZ Company, this is Joe)
12. Have a large table or desk free from clutter to use as a work area
13. Purchase only necessary equipment; don't go overboard
14. Rent a mail box number. This looks more professional
15. Choose a logo; put it on your letterheads and business cards
16. Employ a secretary on a day by day basis at first; have the work organised when they arrive.
17. Find a place to photocopy your documents. Don't purchase a photocopier in the early stages, the maintenance is too expensive.
18. Don't screw up used paper; lay it in a box. Conserve bin space.
19. Have a totally separate filing system from your personal accounts

Contact the: **THE HUB** on
4936 2557 or 1300 304 794
Email: admin@hunterregionbec.com.au



Cnr Barton and
Merthyr Streets
Kurri Kurri NSW 2327



admin@hunterregionbec.com.au
PO Box 195
Kurri Kurri NSW 2327



FREE CALL
1300 304 794
Phone 02 4936 2557
Fax 02 4936 2886



www.hunterregionbec.com.au

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