

My tips for setting up your own home office:

1. Find somewhere with a door that closes. This is valuable so that you feel confident taking calls from clients or making calls. It's also valuable for those times when you really need quiet and closing the door signals to the family that this is work time.
2. Be sure your computer monitor is at eye level. This means for most screens that you raise it up 5-10 cm from the desktop. I must say this has literally changed my working life in the recent weeks. I had been working with incredible pain in my shoulder and neck, and once I lifted the screen to eye level, rather than bending over or leaning, the pain disappeared overnight!
3. Pre-determine your working hours so that you're not stuck in front of the computer all day. Let your client's and colleagues know that you work between certain hours, and stick to it! The old saying goes, you teach people how to treat you....so if you make yourself available all the time, then your clients and contacts will expect you to be available all the time.
4. Make your space an enjoyable place to sit for hours on end. I bought myself a little vase and the very first thing I did was cut some roses from the backyard and put them on the desk. A little luxury but makes all the difference.

