

INTRODUCTION

The best part about having a home office is being able to work with your dog resting by your side, without being stuck in traffic or having to wear uncomfortable shoes. Can we all agree that men invented high heels? Being able to work from home is a luxury for some, a necessity for others. You get the luxury of working as much as you want, whenever you want. On the flip side, it's harder to get away from the 2 a.m. desire to get to your desk to finish a project. No matter which camp you're in, you'll be less stressed when your desk is organized, papers are stacked in order, printer is ready to print, and business cards and letterhead are good to go.

Use our home office essentials checklist to make sure you have everything you need. Although we can't promise to teach you how to make a conference call, and we're not exactly sure why this is a challenge, we can promise you the how-tos for organizing your office and making sure you know how to maintain it. If you're lucky enough to be able to hire an assistant, we've included a questionnaire that covers all the bases—even the obvious ones like, even though a candidate has an Ivy League education, can he or she type or know how to properly answer a phone? And make sure anyone intimate with your business signs a confidentiality/non-disclosure agreement (also created by Barb). That way it will be strictly *entre nous* that you work from home in your pajamas. We completely relate.

WORK CONTACT LIST

OFFICE	
Address	
Phone	
Fax	
E-mail	
BOSS	
Home Phone	Home Address
Work Phone	Cell Phone
E-mail	
COLLEAGUE	
Home Phone	Home Address
Work Phone	Cell Phone
E-mail	
ASSISTANT	
Home Phone	Home Address
Work Phone	Cell Phone
E-mail	
COMPUTER GURU	
Work Phone	
E-mail	
Cell Phone	
COPY CENTER	
Work Phone	Account #
E-mail	
Address	
OFFICE SUPPLIES	
Phone	Account #
http://	
MESSENGER SERVICE	
Phone	Account #

This is just a sample.

Get the complete form with The Ultimate Organizer!