

Setting Up Your Home Office



- Organization is the KEY!
-Create a filing system, use a calendar, make to-do lists or spreadsheets.
- Calendar (Either electronic or even yes, the old fashion paper kind)
-Record deposit and final payment dates, pre and post follow-ups, birthdays, anniversaries, etc.
- Have a dedicated, quiet office space in your home set up like a real office with all the items you would find in an office. (i.e. desk, computer, printer, notebook, pen, calculator, stapler, envelopes)
- Reference materials within an arm's reach – brochures, up-to-date travel news.
- Create a file for each client and/or group (keep in a secure place).
- Set boundaries between your professional life from your personal life.
- Internet connection with optimum speed. You will be surprised how many screens you may have open at one time and other devices that might slow down your bandwidth.
- Avoid distractions such as TV, pets, spouse and/or children.
- Set your office hours and adhere to them.
- Work on communication skills. Speak clearly and professionally.
- Do not mix personal tasks and work tasks.
- Avoid multi-tasking different vacation planning to avoid confusing trips. Start one vacation and complete it in full. Stay focused.
- Make time to get out of the "office".
- Treat each day as if you are going to the office. Shower, shave, comb your hair, dress in clothes you would wear to the office.
- A functional desk and comfortable work chair.
- Headsets for listening to webinars, conference calls or talking to clients. A headset eliminates a good amount of background noise. Your voice will be clearer and most likely will not be faced with the dreaded 'delay'.
- Excellent lighting is a must! Choose natural light whenever possible but position your desk and monitor to avoid sun in your eyes or a glare on your computer.
- Your home office does not need to be a corporate setting. When decorating add plants, pictures, scented air diffuser of your favorite scent, candles or miscellaneous travel décor.
- Unless you need your phone to place a call try to keep it out of hands reach. Studies show that having access to your cell phone decreases productivity.
- Keep track of your time. Leave your office from lunch, start and end your day at the same time every day.
- Don't go down the social media rabbit hole. Unless you are on a 'break' don't open Facebook, Instagram, Tik Tok, etc.