

How do I set up an effective home office?

Setting up a home office can often be difficult due to the demands of the home environment. Separating the responsibilities specific to the home from those of your work is often difficult to do. Keeping the physical location of your office away from the areas of heavy traffic in your home is a good start. To make this transition easier you should consider each of the following, as they apply to you:

- effective time management
- creating, and following a priority list
- rules for children and other members of the household
- knowing when to take breaks
- the importance of exercise
- allocating family time