

Worksheet for Analyzing Your Home Office

Before decorating your home office, take the time to fill out this home office analysis worksheet. This may open your creative mind to new ideas and new avenues you can take when decorating your home office.

Questions:	Answers:
Do you work from home or is your home office a place you work in occasionally? About how many hours do you use your office weekly?	
Do you have clients come to your home office? If so: <ul style="list-style-type: none"> • Do they have easy access to your office? • Do you need a separate entrance? • Do you adequate seating for these clients? • Do you entertain clients in your office? • If so, do you have a table and comfortable seating for serving food and drinks? 	
Is your work confidential? <ul style="list-style-type: none"> • Do you need a door for privacy? • Do you need a separate phone line for confidentiality? • Do you need locked storage area for documents and files 	
What type of work do you conduct in your office? Do you need: <ul style="list-style-type: none"> • A large desk or table to spread documents out on? • A computer and other technical equipment • Specialized equipment such as a drafting table or other professional equipment 	

Is the home office used by one person or is it shared by the family?	
Can you leave your work out and all over the room or do you need file cabinets and closets to store paperwork?	
Do you need bookcases for reference material?	
Do you need quiet and solitude for your work? <ul style="list-style-type: none"> • Are you far enough away from the bustle of the family areas so that you won't be disturbed? • Do you have a door you can close and people who respect your need for quiet 	
What type of lighting do you have? <ul style="list-style-type: none"> • Is natural lighting adequate during the day? • Do you need task lighting over your desk and work area? • Do you work nights and need brighter lights? 	
If you spend long hours in your office, do you have a relaxing place where you can take a break?	
If you work better with music, do you have a good sound system installed?	
Do you have adequate outlets for lighting and all the necessary office equipment?	
Is the office a room of it's own, or does it do double duty as a guest bedroom or den?	
What do you like about this room?	

What are your dislikes?	
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These are a few questions to get you started thinking about what you would like to accomplish when decorating your home office. Also check out the *Analyze Your Space* and *Analyze Your Living Room* for more questions and ideas in looking over your home office. Make notes; think about your likes, dislikes, and changes you would like to make. Then move on to *Home Office Decorating*.