

Setting up Your Office

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"Luck is what happens when preparation meets opportunity."

Unknown

One of the first physical steps you will take to establish your home based business is to set up an office. An office is a quiet space in your home where you consistently go to produce. A space that unconsciously lets you and everyone in your life know it's game time. You are now open for business.

Your office does not have to be fancy or elaborate, it could be a table and chair in a quiet corner of a room. When I first began my business, my office was a small desk in the corner of our family study. Susan Sly built a multiple six figure income working from a small desk in her young son's bedroom. It is not the size of your office, the real question is does your office have the equipment to allow you to run a successful enterprise?

Your office is your place to dream & produce, so make it your own. Have the pictures on the walls inspire you. Select a screen saver that reflects one of your dreams.

Women are most often responsible for the running of the home. As a result, having an office in your home can be challenging. Teach your family to respect your office space. Set guidelines that help your family understand what you require in order to effectively produce in your own space.

When I first established my office, my family was in the habit of calling for me from some other part of the house. They would call, getting louder and louder if I did not answer. AS you can imagine this was distracting and unprofessional, as this behavior usually occurred while I was in the middle of a call. I soon had to request that anyone who needed to speak to me must come to my office and wait until I completed my call. This simple request solidified my office hours in the mind of every family member.

Exercise: Setting up a Productive Office

Below is a list of items and equipment needed to run an efficient, professional and productive office. Schedule a time to set up and personalize your office. Review the list below and confirm the items you already possess. Set a date to acquire any missing items.

1. Computer & Printer
Yes [] No [] Date: _____
2. Professional email address
Yes [] No [] Date: _____
3. Wireless phone & headset
Yes [] No [] Date: _____
4. Seperate phone line
Yes [] No [] Date: _____
5. Effective long distance plan
Yes [] No [] Date: _____
6. Professional voice mail message
Yes [] No [] Date: _____
7. A full length mirror
Yes [] No [] Date: _____

8. Clear filing system
Yes [] No [] Date: _____
9. Business tools: CDs, DVDs, catalogs, Live your Dreams Brochures, Host Coaching Envelopes, etc.
Yes [] No [] Date: _____
10. A contact manager: computer, index card, notebook
Yes [] No [] Date: _____
11. Book case
Yes [] No [] Date: _____
12. Bulletin Board
Yes [] No [] Date: _____
13. A vision board
Yes [] No [] Date: _____
14. Your mission statement
Yes [] No [] Date: _____
15. Your 12 month vision
Yes [] No [] Date: _____
16. Educational CDs and books
Yes [] No [] Date: _____