

TIP SHEET



6 Tips for Setting up a Home Office That Works

When working at home—as many transcription professionals do—it can be a challenge to separate work life from home life. That's why it's so important to create a home office that keeps you productive while helping you maintain your precious work/life balance.

Transcript orders consume a lot of time and energy, leaving you with little free time when you're working nights and weekends from home. Plus, it's easy to be distracted, making your work time inefficient and even more time-consuming.

Follow these six tips below to create a space that mentally puts you in the right frame of mind for work, so you stay focused, get the job done, and get back to your personal life.



1

TIP #1 **DESIGNATE YOUR OFFICE SPACE**

Pick one spot in your home that will act as your office and don't use it for anything else.

This helps you to focus on work so you're more productive, and it helps you separate work life from home life.

Your office can be an entire room, a corner, a table, or a desk. It doesn't matter how much space you have - when you're there, your brain will shift gears and you'll get more done in less time.



2

TIP #2 **POSITION YOUR DESK BY A WINDOW**

If possible, use a room with plenty of natural light, or at least put your desk by a window.

Research shows that natural light helps you sleep better and be more productive.

A plant or two can help your productivity too. In fact, Earth911 has five reasons for plants in the office, beyond aesthetics.

6 Tips for Setting up a Court Reporter Home Office That Works



3

TIP #3 HAVE (AND ADHERE TO) OFFICE HOURS

If you don't have designated work hours for your home office, you risk working too much or not enough.

Start work on time and end work on time, turning off the computer and the ringer on your office phone so they don't tempt you after hours.

Your office can be an entire room, a corner, a table, or a desk. It doesn't matter how much space you have - when you're there, your brain will shift gears and you'll get more done in less time.



3

TIP #4 KEEP YOUR OFFICE ORGANIZED

You're more productive when you're organized.

To be organized, keep everything you need for work within an arm's reach.

When done working for the day, clean up your desk space so you can go straight to work next time.

A clean desktop will distract you less when you walk past it during your "off" hours.



3

TIP #5 INVEST IN OFFICE TECHNOLOGY

Your home office needs to be as professional as possible to help you mentally focus while working—and to come across as professional when interacting with others.

This might mean a dedicated phone line only for work calls.

It could also mean a separate computer, as opposed to using the family computer for work.

You want (and need) your home office to feel and function like a real office, even if that "office" is only a desk.



3

TIP #6 ACT LIKE YOU'RE AT WORK

The more you can act like you're at work while working from home, the more productive you'll be and the sooner you can "close up shop."

Dress for work. That doesn't mean heels or dress pants, but it does mean getting out of your pajamas or sweat pants.

Plan your work time just as you do at the office, scheduling and prioritizing tasks.

Take breaks if you're working for long periods.

Avoid distractions, such as checking social media or taking personal phone calls. After all, you're at "work."

Enable your success with these useful tips. Remember, if it wouldn't happen in your real office, it shouldn't happen in your home office.

We are TRX and we connect court transcript requestors with certified court transcript providers.

For more information, give us a call at (800) 406-1290 x 101 or e-mail customersuccess@trxchange.com.



The Record **X**change
www.trxchange.com