



SETTING UP YOUR HOME OFFICE FOR SUCCESS

1. **Determine your dedicated space in your home to set up to work.**
 - a. Choose a quiet space
 - b. Preferably where you can close the door
2. **Table or desk with plenty of room to set up:**
 - a. Computer and monitor
 - b. Phone with good speaker and headset
3. **Make you environment appealing.**
 - a. Make sure you have sufficient lighting
 - b. [Vision board](#) and affirmations on wall
 - c. [Southwestern Statement of Purpose](#) displayed
4. **Set up the necessities:**
 - a. Printer and printer paper
 - b. Comfortable chair
 - c. Computer and Device chargers
 - d. Keyboard and mouse
 - e. Reliable internet via ethernet cable
 - f. Microsoft Outlook, Word and PowerPoint (Microsoft 365)
5. **Gather the basic supplies:**
 - a. Notepad and Pens
 - b. Paperclips and stapler
 - c. File folders
 - d. Thank you cards
 - e. Envelopes and Stamps

