



What Every Office Needs

- An adequate (*great*) desk.
 - I shape – Inadequate
 - L shape – A must if you have a computer
 - U shape - Ideal
- Two drawer file cabinet within arm's reach of your chair
- Very comfortable, supportive chair
- Carpet protector to go under the chair
- Two desk drawers for daily supplies
- Adequate lighting
- Area or cabinet for other office supplies
- Adequate computer equipment
 - Accessible
 - Ergonomically correct
- A good printer
- Uncluttered desk space for work and creativity
- Shredder
- Recycle container
- Inspirational object
- Plant or some other life form
- Bulletin board
- A project action container
- In-box
- To Pay, To File, and To Read containers
- Artwork that inspires you
- Music

What Every Office Wants

- Creative area
- An office with a door
- Minimum office size of 10' by 10'
- A *really* nice desk
- Thirty square feet of clear desk area
- Lots of windows and natural lighting
- Desired distance between the office and the rest of the house
- Extra file space
- Desired noise level
- Fast computer system