

Jo's Cleaning & Organizing Services

Jo - Office: (586) 977-3565

inc.

Jo - Cell: (810) 241-622

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The HOME OFFICE - Tips & Tricks

1. Make your Home Office a separate place in your house. Do not mix this office space with your living space and Home life. Even if you use a room divider, soft-wall or some means to make this area unconnected to your HOME.
2. Arrange your new Home Office in a way that everything has it's own place. Printers and extra equipment need not be right on the desk with your computer. Office supplies need a separate place as well. The point is to have a clean and efficient work desk area, in front of, or next to, your computer. Proper shelving, organizers and storage is the end to this problem before it even starts.
3. Since the computer in your Home Office space will most likely be your personal computer as well, the space should be clutter-free pre-set to except personal work as well. Again....pre-arranged and organized properly and this will not become a problem.
4. Plenty of Desk space. Do not skimp on the amount of desk space you may need. This is why an organized Home Office is crucial to being productive there. Take the amount of desk space you think you will need and add 30% more to that figure.
5. Two kinds of lighting for this space is crucial. You need to have lights above you in your workspace, but also lights below your eye level to illuminate your desk working area. This again is very important for eye-strain and a functional work space. Florescent lights above you work well for general lighting and ease the strain. But specific desk space lighting is needed for details desk work. Halogen mini-spots work best here.
6. Do not scrimp on that important item....the Office chair. Since your Home Office will be doing double duty as your personal computer space as well, a comfortable chair is very important. It is ALWAYS worth the extra money in a purchase or a good sturdy, ergonomic and comfortable chair.
7. Decor.....something you may forget while putting your Home Office space together. An office needs to be pleasing to YOUR eye and functionally comfortable as well. Feel good in your Office and you do good work. This is a very true statement.
8. Your Computer is the mainstay of most office spaces. Again....do not scrimp on the computer. Having a system that is more powerful then what you expect will always end up being just what you need. Much is expected from the office computer these days. And since your Home Office computer will most likely be your Personal computer as well, it is important that it has the power, space and quickness to perform all that you will require of it. Get a Monitor bigger then you may think you need. Just like the desk space, you will be happy you went bigger then you expected.
9. NO food, or drinks in the Home office. Dinner is for the Dinning room or Kitchen, not to be intermixed with your work space. This allows your Home Office to truly BE your Home Office. You rarely ate at your desk when your office was in a commercial building somewhere. Do not do it in your Home office.
10. Sketch out your projected Home office space ahead of doing anything. Draw up the area or room, and then measure and place items into your space. look at the work flow area. Examine how you will function in that space. Even if you take a larger area and do a "mock-up" of what you want to do with the office space, you can get an idea of just how small or large the areas you will be working in will be. Remember.....This IS where you earn your income. It needs to be functional and comfortable at the same time. You will be spending the better parts of your days in this space, so it is worth a lot of thought, planning and attention to details.

The **HOMEPRENEUR**

Homepreneurs are small business owners running viable enterprises from their home. Their headquarters – their operational control center – is based in their home, anything from a bedroom, basement, or garage to a barn or studio.

These Homepreneurs are building successful small businesses that provide at least 50% of their household income by selling products and services not just locally, but nationally and often, around the globe.

Although roughly 6.6 million home-based businesses fit the Homepreneur description – 43% of the over 15 million home-based businesses in the US – they're the Rodney Dangerfields of the small business world, rarely regarded as significant players in the U.S. economy. Instead the common perception is that home-based businesses are merely hobbies or side businesses contributing little to the business owner's income or the overall economy.

Many generate substantial revenue. About 35% have revenues of more than \$125,000 and 8% more than \$500,000. What's more, median household income is substantially higher than it is for the population as a whole: roughly \$75,000 for homepreneurs vs. \$50,233 for households in general.

These businesses are also typically well-established and long-lasting. Almost half of the homepreneurs surveyed in the "Network Solutions" poll had been in business for more than 15 years. Only 20% of those surveyed had been in business for less than 5 years.

"Emergent Research" estimates that homepreneur businesses currently employ roughly 13.2 million Americans including the owner.

To put these figures in perspective, corporate giants as Intel, Microsoft and Apple, employed 10.4 million in 2006. PriceWaterhouseCoopers shows that the oil and gas industry's total U.S. employment was 9.2 million full and part-time jobs in 2007.

The lower costs and risks associated with starting a home-based business: the internet and new lower cost technologies have made starting home businesses easier and cheaper than before. Also, with employee benefit packages being cut and the chances of losing a corporate job increasing, many view starting a home business no more risky than traditional employment.

A lack of corporate jobs: Large corporations have been battered by the recession. Even if the economic recovery is strong, it is unlikely these companies will dramatically increase hiring. Instead of hiring full time staff, they will stay flexible and lean through increased use of technology, contractors, partnerships and outsourcing. As a result, starting a home business will be the best, and in many cases, the only option for corporate refugees.

The message is clear. Homepreneurs play a crucial role in income, job and business creation. It's time they got the respect they deserve.

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