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Freelancing from Home: Tips and Tricks for a Home Office



Freelancing can be a great and easy source of income. Typically, you will be working from home. That may sound like a comfortable workspace, but you will be surprised by how many things at home are trying to slow down your productivity.

It is recommended you set up a home office to get work done effectively. Here are a few tips and tricks to help you set up.

1. Set Up a Room if Possible

If it is possible, try to dedicate an entire room to the office. If the room comes with a door, that is an added bonus. Whether you have a small section or an entire room, make sure there is enough space for a sturdy desk and a comfortable chair.

Try to [distance yourself from noisy areas of the house](#) like the living room or kitchen. You do not want to be disturbed while concentrating on work. Make sure the room has a proper ventilation system to let the air flow smoothly. You will be spending a lot of time in there, so try to ensure it does not get stuffy.

2. A Strong Internet Connection

The Internet is the lifeblood of any freelancer. Almost all your work is done through the web. Whether it is research, backlinking, or anything, really, you want to be always on the grid. Ideally, your computer will be directly plugged into the ethernet port. If that is not possible, then get a high-quality router to boost that Wi-Fi signal.

3. Accessibility

People often set up their offices at the corner of the house and isolate themselves from the rest of the place. While it is recommended you stay away from the hustle and bustle, try to have the bathroom located nearby. Do not underestimate this, as it can save you a lot of unforeseen trouble later down the road.

Additionally, it is a good idea to be near the front door, so you can grab that mail delivery quickly in case it is something important.

4. Amenities

Since you will be spending a lot of time cooped up in a room, try to arrange for basic amenities like air conditioning and heating. If you do not have either of those, consider making space for an air cooler and space heater, depending on the weather.

A window might be a nice addition to the room as well if you are ever in the mood for mother nature's touch. On top of that, it will also help in regulating airflow.

5. The Desk and The Chair



Your desk is one of the most prominent parts of the office. This is where you get the majority of the work done. An ideal desk should be big enough to support your computer and writing space. You will need a bigger one if it is a desktop. A couple of drawers can be a nice addition to keep important papers and stationery at arm's length.

Your chair should prioritize comfort over everything. Sitting for hours at a time can be exhausting. If the chair does not provide the correct lumbar support, then you are looking at potentially serious back problems. Carefully research the market and select the best one that suits you.

6. Establish a Schedule

A proper schedule is imperative for high productivity. Draw up the schedule before even stepping into the office for the first time. If you have a family, make sure everyone knows it's office central. No one should be allowed to disturb you unless it is an emergency.

Now you may think freelancing is an easy job, and you can get things done whenever. However, you want to get the best out of your time, and sticking to a schedule will make sure of that. You will also notice improvements in your work overtime.

7. Limit Those Distractions

Working at home comes with its own set of distractions. It tends to get boring easily. You may want to sit back and relax - Maybe watch a Youtube video, finish that one episode on Netflix, or catch a rerun of last night's game. If you are freelancing, the risk is even higher because everything is just a click away on your computer.

The point is, there are lots of things that can take you away from work. Limiting entertainment devices at the office will increase productivity. If your work requires a phone, try to uninstall entertainment apps. Get one of those 'non-smart' televisions. Keep yourself focused.

8. Clean Out Often

Freelancing involves a lot of research. After a while, you might find yourself drowning in a sea of paper. Keep a recycle box nearby where you can dump all that junk. A canister of dust wipes can also be of great help to clean out the filth.

Traditional offices employ people to clean up after the day is over. Home office owners do not have that luxury, and they have to clean up after themselves. Regularly get rid of clutter to stop your office from becoming a jungle.

9. Take Breaks

While work can be demanding at times, do not forget to take breaks once in a while. [Long exposure to computer screens](#) is seriously harmful to your eyes. You may even install an additional screen on top to limit the blue light emitting from the computer.

It is recommended to take a 10-minute break every hour. Make a habit of getting up once in a while and stretching. Maybe you can take a quick walk, talk to the family, or grab a quick snack.

10. Be Professional



Working from home can be a wonderful thing. You can get your work done comfortably in a stress-free environment. But that does not mean you should not be professional about it. It may be tempting to wake up and go straight to the office in your pajamas after grabbing some coffee in that unwashed cup again.

You showered yesterday, so why should you do it today? No need to shave for weeks. These habits are bad, and you should avoid practicing them. Freshen up for work, dress accordingly, and march into that room like it is any other office out there. There is just something about [being professional](#) that leads to higher productivity.

Freelancing can be a great way to earn a living. With the right home office, you will have a much better time and higher productivity. Remember, you are your own boss and nothing can stop you. Reach for the stars!

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