



# Checklist to Choose Your Workspace

## 8 Questions To Help You Find the Perfect Spot

1

*What work will you do regularly and how much space do you need to spread out?*

2

*Where do you have the best internet access?*

3

*Will you need some type of room divider to separate work from personal space?*

4

*Where is a room with natural light?*

5

*Are there enough plugs for all your gadgets and a surge protector?*

6

*Is the workspace quiet or can it be if necessary?*

7

*Is there enough room for all the necessary equipment?*

8

*Is your background acceptable for video calls and meetings with clients?*