

# What Is The Best Way To Set Up My Home Office?



1

Establish your typical working hours. Will you work the traditional 9 am to 5 pm with a 30 minute lunch? Or will you work 7 am to 3 pm to align yourself with your assigned sites so you are available during the same time they are in the office to help filter protocol questions or patient issues.

2

Ensure you have a dedicated office space. The kitchen table is big, but is it practical to clean that space on a daily basis to allow for dinner later that evening? It would be good to have a dedicated desk while working at home. This space should also be free from noises or distractions in case you are on a conference call and need to speak.

3

Check your emails at least three times a day - morning, mid-day and evening. Be responsive to any email requests even if it is just acknowledging receipt and telling the study coordinator or study manager you are researching their inquiry further and will get back to them. It can seem unprofessional if you do not respond to emails received, so be sure to check your emails frequently. File emails as well into specific folders to keep your inbox clear.

4

Keep a file folder for each site. This can be electronic, paper or a combination of both. You can use these folders to keep track of how your site is doing, issues for follow-up or actions to complete during the next monitoring visit. This folder should have a copy of the last monitoring report and any action items so you can follow-up accordingly during the next visit.

5

Work with IT to get your computer, printer, mouse and keyboard all synced and connected to Wifi or an Ethernet cable. Be sure to learn how to do quick troubleshooting to keep your computer up and running. E.g. learn how to connect/disconnect to the VPN, turn on and off your printer to reboot, change ink cartridges, and fix paper jams. Be sure to keep spare batteries in case you have a battery powered mouse.

6

Ensure you have the office supplies you need and even have a back-up ink cartridge just in case you run out of ink in crunch time and do not have time to run to the store to get another. Be sure to have pens, highlighters, CRA Audit Notes, Visit to Do Pad, sticky notes, printing paper, stapler, staples, permanent marker, ink cartridges, file folders, and other supplies you use on a daily basis.

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