# Cheatsheet Home office

## Why is a Good Home Office Important?

**Professionalism and Trust:** A well-organized, professional-looking office with a clutter-free background and proper lighting creates a positive first impression and enhances video presentation quality, embodying professionalism and trust.

**Productivity and Efficiency:** An ergonomic workspace and high-quality equipment enhance productivity and efficiency by reducing physical strain, improving focus, and ensuring smooth communication.

**Enhanced Communication:** Clear audio and video are essential for conveying messages accurately and building rapport. Dual monitors aid multitasking, allowing for seamless management of presentations and client interactions.

**Improved Demonstrations:** Tools like drawing tablets and high-resolution monitors make demos more interactive and engaging.

## Key Components of an Effective Home Office

### Location and Space

**Dedicated Space:** Choose a quiet, low-traffic area, preferably a separate room. No bedroom, no living room.

**Adequate Lighting:** Use natural light when possible, supplemented with task lighting.

**Ergonomic Furniture:** Invest in a supportive chair and an adjustable desk. Change your position from sitting to standing in at least 30 min.

### What to Wear

**Professional Attire**: Wear business casual or professional clothing, such as a collared shirt or blouse. Solid colors work best on camera.

**Comfortable Clothing**: Ensure your clothing is comfortable for long hours of work.

Avoid Distracting Patterns: Stay away from busy patterns or bright colors that can be distracting on video calls.

Minimal Accessories: Keep accessories simple to avoid noise or visual distractions.

### What Not to Wear

**Casual or Sleepwear**: Avoid wearing overly casual clothes like t-shirts with logos, hoodies, or sleepwear.

**Bright or Flashy Colors**: Steer clear of neon colors or overly flashy attire.

**Distracting Accessories**: Avoid large or noisy accessories that can be distracting during calls.

### Technology and Equipment

**Reliable Internet:** Ensure high-speed internet

**Computer and Accessories:** Use a reliable computer with necessary peripherals (keyboard, mouse, monitor). Dual monitors are recommended. Things like a Stream Deck or remarkable are nice gadgets.

**Video Conferencing Tools:** A high-quality webcam and microphone are crucial.

**Backup Solutions:** maybe additional microphone, headset, mouse near you in case you need it.

## Comfort and Personalization

**Temperature Control:** Ensure the space is well-ventilated and at a comfortable temperature.

**Personal Touches:** Decorate with inspiring items like artwork or plants to create a welcoming environment.

### Health and Wellness

**Break Areas:** Have a separate area for breaks to separate work from relaxation mentally. Please do not use your bedroom as your office.

**Exercise Equipment:** Incorporate small exercise tools like yoga mats or resistance bands.

**Hydration and Snacks:** Keep water and healthy snacks within reach to maintain energy levels.

## Lighting Setup for Professional Video Calls

### Basic Lighting
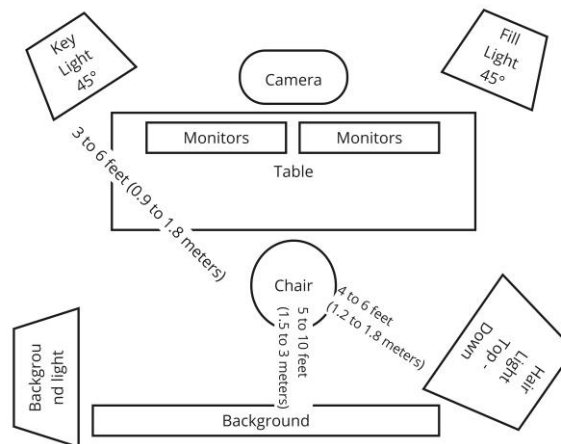


**Key Light:** Main light source, positioned at a 45-degree angle to one side of your face. Aim for 1,000-2,000 lumens.

**Fill Light:** Reduces shadows from the key light, placed on the opposite side. Use 500-1,000 lumens.

**Back Light:** Adds depth by separating you from the background, using 500-1,000 lumens.

**Background Light:** Illuminates the background to prevent a flat appearance, with 500-1,000 lumens.

### Advanced Lighting Setup

**Consistent Color Temperature:** Ensure all lights are around 5,500K for a natural daylight look.

**Diffusers:** Soften the light to reduce harsh shadows.

**Adjust for Natural Light:** If you have natural light, use it as the key light and supplement with artificial lighting.

### Professional Video Background Tips

**Neutral and Clean:** Choose a background with neutral colors like white or grey. Avoid clutter.
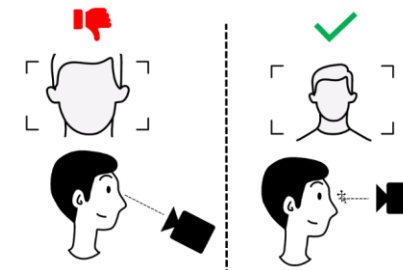
**Personal Touches:** Add minimal personal items like books or plants.

**Avoid Virtual Backgrounds:** They can reduce trust and create distractions.

**Depth and Dimension:** Position yourself a few feet away from the wall to add depth.

**Tidy and Organized:** A neat background conveys professionalism.

## Camera Positioning



**Eye Level:** Keep the camera at eye level to avoid awkward angles.

**Center Framing:** Center yourself with space above your head and visible shoulders.

**Distance:** Keep the camera at a comfortable distance to capture your head and upper torso.

## Recommended Equipment

| Type | Low Costs | High Quality |
| --- | --- | --- |
| Camera | Elgato Facecam – Full-HD-Webcam | Canon M50 Mark II |
| Key Light | Elgato Key Light Air | Elgato Key Light |
| Monitor | ASUS ROG Strix XG49VQ – 49 Zoll | Samsung C49RG94SSU |
| Table | Ergotopia® Desktopia Pro X | |
| Chair | noblechairs Epic Gaming chair | |

## Additional Equipment

| Type | Low Costs | High Quality |
| --- | --- | --- |
| Fill Light | Elgato Key Light | Aputure Amaran |
| Hair Light | Amaran 60x S – LED | |
| Fill Light | GEEKOTO Softbox Set | Amaran 200d S |

Presales Handbook