



Assess and your current home office against the checklist provided. Does your home office meet all the criteria? If it does not meet some of the criteria, consider what changes you would need to make for it to reach the criteria listed.

Share your reflections in the discussion forum. You can also include photos of your office in the discussion forum.

	Yes	Partly	No
Our office is separate to day to day family or household activities			
Our office is warm in winter and cool in summer			
We have a comfortable chair and working space			
Lighting is good in the office			
We can easily reach the main items in the office, such as printer, files			
We keep the office well stocked with stationery and ink cartridges			
The workspace comfortably fits the computer and has room to fit the information we need when working on the business			
Mail is sorted, actioned and filed – including email			
We use financial software to record transactions			
I can correctly operate the equipment in our office			
I update and review our files regularly			
We can retrieve financial and farm performance records for the last five years, with relative ease			
Receipts and payments are recorded accurately and promptly			
We store our milk statements and can retrieve them when needed			
All of the team that need to know are kept informed about farm office activities			