

Your Empowered Home // Office

The
Environmental
Audit

REFRESH
DESIGN

The Environmental Audit

Who uses this space right now?

How is this space used currently? Are there any additional functions that need to be added to how this room is used?

Does this space need to be used for more than a home office space (such as it also has to function as a Guest room, or kids homework space, etc)

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Things I love about my current home office space:

Things that aren't working in my current home office space:

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What is the biggest challenge in making this a space that works for you?

What existing furnishings would you like to keep/incorporate into the new design? (Make a list here):

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What existing artwork or accessories would you like to keep/incorporate into the new design? (Make a list here):

How do you want this space to make you feel? (Circle your top 3, or add your own)

FOCUSED

ORGANIZED

PROFESSIONAL

MOTIVATED

PREPARED

POWERFUL

PRODUCTIVE

CREATIVE

ACCOMPLISHED

INSPIRED

RELAXED

JOYFUL

How do you feel about the current wall color of your home workspace?
Does this wall color need to change?

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Take a look at how the furniture in the room is arranged. Does this arrangement work with the traffic flow through the room? Do you have enough room for your desk or work table? Do you need space for a couch or chair?

Evaluate the lighting in the room. Is it adequate for the tasks you need to complete? Is the room too dark or too bright?

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Is there anything else your home office is missing, functionally or in looks? List those items here: