

How to Set up a Comfortable Space for Client Meetings in Your Home Office



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A home office offers many advantages, allowing you to skip a lengthy commute and enjoy greater comfort while at work. As Jalios explains, you may also [be more productive](#) without office distractions like coffee machine gossip.

That said, you need a suitable workspace at home. This is especially critical if your business requires you to meet with clients. You want to be able to welcome your clients into a professional space that inspires confidence.

Additionally, setting up a fully functional office space can increase your home's value if you later sell it. Redfin explains [how to](#) bump up appraisal value. Before you implement the steps below, take "before" photos so you can show potential buyers the upgrades you made.

Read on to discover how to create a client-ready space in your home office.

Set up a comfortable seating area

Your client's comfort is a top priority. Invest in high-quality office chairs so they can feel at ease. BTOD offers a list of modern chairs, [including models](#) with lumbar support.

If you have sufficient space, create a separate seating area where you and your client can interact without having a desk between you. This creates a more casual atmosphere. Set up a small side table where you can keep papers or a cup of coffee or tea.

Implement feng shui techniques

As you arrange your home office furniture, consider implementing feng shui principles. This can help create a more productive space where your business is more likely to thrive. As Healthline explains, feng shui can also make your space [more aesthetically appealing](#).

Feng shui covers many intricate details, from how furniture is arranged to what colors are used in a room and where mirrors are placed. If you aren't familiar with feng shui, you can [hire an expert](#) like R.D. Chin for help.

Incorporate office-appropriate decor

While you want your home office to be tidy and clutter-free when welcoming clients, you don't want it to be completely bare. Add some decor to create a more welcoming atmosphere. Plants are a great option. According to CIP HR, plants in the office can [help reduce stress](#) and boost productivity.

You might also consider incorporating some branded elements to create a more professional presence. Business cards, pens, and mugs carrying your brand logo and company name will make your home office look like the real deal.

Set up a guest-ready toilet

Make sure you have appropriate facilities in case a client needs to use the toilet. For example, you don't want to send them into your personal bathroom with your toothbrush and razor from that morning's grooming still sitting out on the sink.

A separate guest bathroom that just contains the basics without personal belongings is ideal. Make sure it's stocked with toilet paper, nice soap, hand sanitizer, and fresh hand towels. The Spruce [offers tips](#) on creating a welcoming guest bathroom, like adding flowers.

Make it a safe space

You don't want liability claims because a client is injured on your business premises. Take care of necessary upkeep, like shoveling snowy walkways. EHealthInsurance [flags other](#) potential hazards like slippery rug and extension cords causing falls.

In light of the COVID-19 pandemic, you may also want to implement hygiene measures. This might include setting up hand sanitizer and wearing masks. Check out the latest updates on mask-wearing from the Centers for Disease Control and Prevention [for guidance](#).

When welcoming clients into your home business space, you want to create a professional impression. The above tips can further help you ensure your clients' comfort and safety.

Take your home workspace to the next level with feng shui consulting from R.D. Chin. As a professional feng shui architect, I help businesses of all sizes transform their spaces into productivity-enhancing areas where workers feel at ease. You can [view my work](#) online.