

	<p>If you are new to writing, you may not understand the importance of the workplace. But, speaking as a person who has been writing for over 20 years, it is very important.</p>	<p>Your workplace is where you will be spending a lot of your time. It is essential that you have a workplace that encourages good posture, efficient work, and a relaxing atmosphere.</p>
<p>Workplace Tools</p>		
	<p>Chair – I selected this one first because it has a direct influence on your writing. For example, if you slouch you probably get sleepy and make mistakes. I prefer a Task Chair, others like an Executive Chair, and still others have something else in mind. What do you like?</p>	<p>Desk or Worktable – I use a worktable because it is cheaper than a desk and can fit anywhere. But I have used desks in the past. What is important is does it blend with your personal sense of space? Are you comfortable? Does it help or hinder your writing?</p>
	<p>Computer – Do you use a Desktop, Laptop, Tablet, or your cellphone? I use a Laptop because it is portable yet can serve as my desktop computer. Find a solution that works for you.</p>	<p>Room – It could be argued that where your office is located is most important. However, some people use their living room, bedroom, or an actual office. It depends on cost and preferences.</p>
	<p>Location of Resources – By this I am referring to file cabinets, bookcases, etc. I like things nearby others may like things spread out. What works for you?</p>	<p>Resources:</p> <ul style="list-style-type: none"> ● books on writing ● books on the Bible (if writing Bible stories) ● books on marketing ● financial records ● publishing information ● and more

	<p>Separate Workplace – I mention this because there are tax advantages to keeping your business and personal expenditures separate. Some authors keep the two completely separate so they can claim tax deductions. This is your choice.</p>	