

TIPS FOR OPTIMIZING YOUR HOME WORKSPACE



LOFT OR APARTMENT

- Designate a section in your home to work at everyday to keep a structure in your daily routine.
- Decorate your workspace just as you would your desk at the office. Add personalized items, stationary, hang up a calendar, or add some greenery to the space.

BEDROOM

- Avoid working in bed if possible!
- Open a window! Natural light will help you stay positive and improve your mental health.
- Pets are always great companions during the day but make sure to video chat some coworkers to keep open lines of communication.

HOME OFFICE

- Use your office as your work only space. Go “into” work at your home office and when the day is over shut the door behind you.
- A good office chair with support is imperative for ergonomics.
- Enjoy some music or a podcast in the background to fill the silence.

KITCHEN

- Make sure to clean up your area before working. Having a kitchen table that is cluttered or full of empty dishes limits your ability to focus!
- Think about the placement of your workspace with lighting so your eyes won't strain and your screen won't have a glare.

LIVING ROOM

- Missing your sit/stand desk? Safely stack some books or boxes to create a standing desk!
- Add a pillow for support on your couch to help your back straight.
- Consider hooking up your laptop to your television with an HDMI cord for a larger screen.