

HOW TO CREATE THE ULTIMATE HOME OFFICE

Tips for lighting, ergonomics and productivity!

Enjoy the benefits of working from home in a functional
(and fun!) workspace.



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Set yourself up for success with a home office that keeps you on track. Whether you're new to working from home or you've been at it for a while, these tips will help level up your workspace.



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A DEDICATED WORKSPACE

Create a dedicated workspace to maximize productivity and minimize distractions. Aim for a room with a door you can shut. If this isn't possible, try to find a niche or corner that's out of the way, or invest in portable dividers.

A dedicated workspace can look like:

- ✓ **A repurposed guestroom.**
- ✓ **A large laundry room.**
- ✓ **An enclosed patio.**
- ✓ **A finished attic or basement.**
- ✓ **A private niche or corner.**



A dedicated workspace will help you minimize distractions and set boundaries with family members, especially young children. It can also help keep your work life from spilling over into your home life.



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ERGONOMICS MATTER

It might seem appealing to work from the couch, but it will take a toll on your body in time. Avoid repetitive strain injuries with a proper work setup.

Home office essentials include:

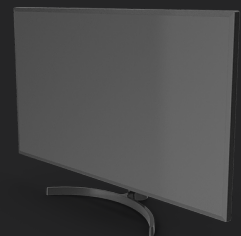
A Desk or Table

As a rule of thumb, the top of your work surface should be 29 inches from the floor. This will vary according to your height. Your forearms should run parallel to the ground when working and your wrists should be straight.



A Monitor, or Two

Invest in a good monitor or add a second one to increase efficiency and prevent eye strain. Align your monitor so you can look straight ahead without hunching your shoulders or looking down.



An Adjustable Chair

Invest in a chair with adjustable height and good lumbar support. Bonus points for adjustable seat pan tilt.



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LIGHTING HACKS

Good lighting will boost your mood, help prevent eye strain and make your workspace look and feel more professional.

Tips for great lighting include:

- 💡 **Invest in good sources of indirect lighting.**
- 💡 **Position your monitor to avoid glare from indoor or natural light.**
- 💡 **Make the room look brighter by painting walls a neutral color.**
- 💡 **Add mirrors to reflect light and make your space feel bigger.**

BONUS TIP:

If you need to be on camera often, add diffused light sources that illuminate your face and avoid positioning harsh, bright lights or windows directly behind you



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PRODUCTIVITY AT HOME

Small adjustments to your space and schedule will help you stay productive. Maximize your work hours so you can enjoy your time off.

Consider the following tips:

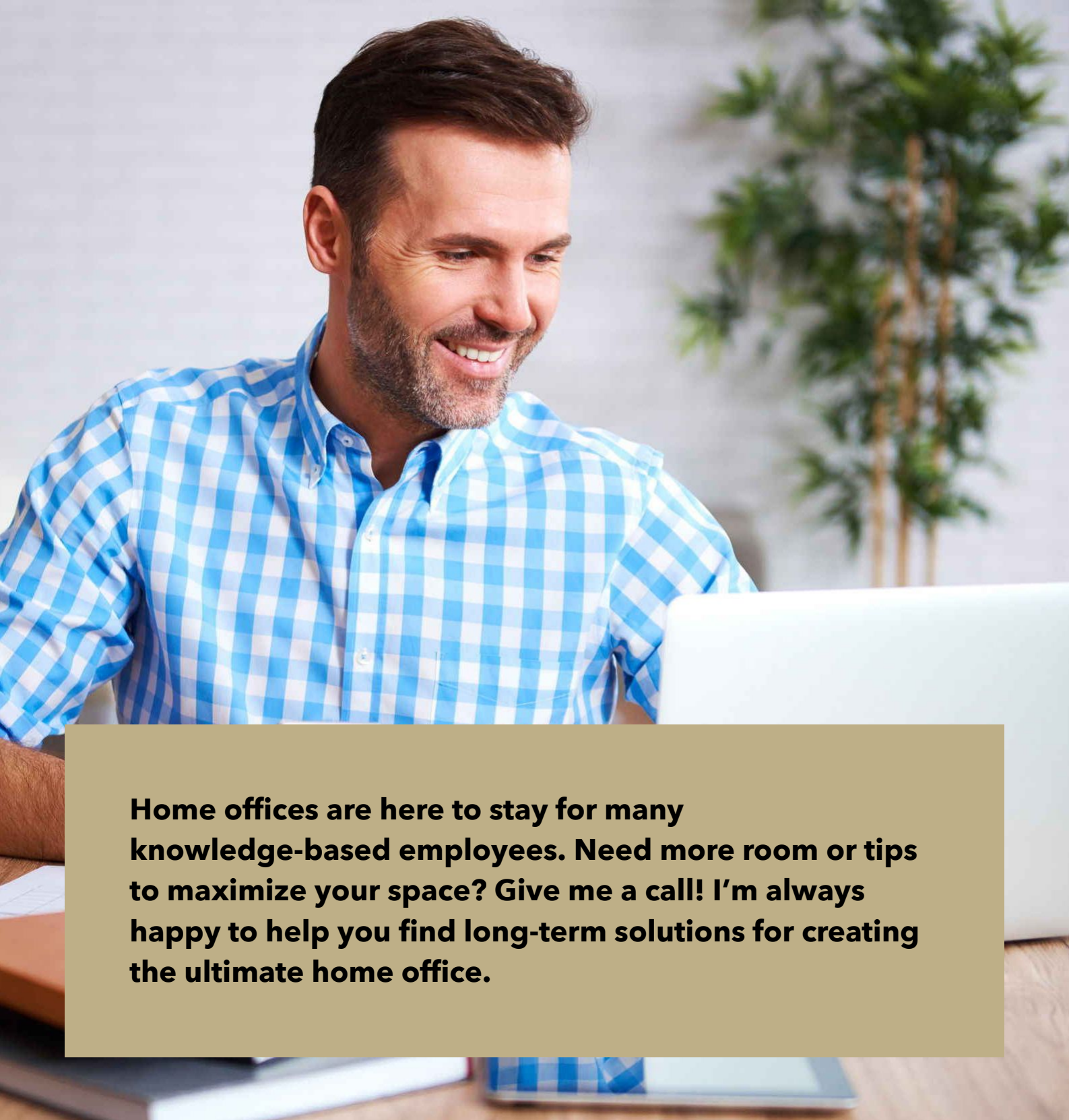
- ✓ **Set a schedule with dedicated work hours and stick to it.**
- ✓ **Create a workday start-up routine to help you get into a productive mindset.**
- ✓ **Create a workday shut-down routine to help you switch gears to leisure time.**
- ✓ **Keep your home office separate from your living space as much as possible.**
- ✓ **Keep your workspace organized and clutter free.**
- ✓ **Invest in a good pair of headphones to help minimize distractions.**
- ✓ **Maximize your space with shelving for vertical storage.**
- ✓ **Brighten your space up with plants and other items that bring you joy.**



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Home offices are here to stay for many knowledge-based employees. Need more room or tips to maximize your space? Give me a call! I'm always happy to help you find long-term solutions for creating the ultimate home office.



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