*Create a **Real Office Feel** at Home with*

5 Top Workspace Tips

You can be just as productive working from home as you are at the office!

1 CREATE A DEDICATED SPACE

A spare room, a corner of your bedroom, or even a spacious stair landing are great choices. Make sure you have easy access to an electrical outlet, adequate space for a chair, work surface, computer, and other necessities that you need to stay productive.

2 FOLLOW ERGONOMIC GUIDELINES

Use a pillow and a footstool to support proper posture. To reduce eye strain, position your monitor 18" away and adjust for a comfortable height. An adjustable monitor arm will help you find the perfect viewing position more easily.

3 GOOD LIGHTING IS KEY

Natural light is best, but if that's not possible look for lamps that can adequately illuminate your workspace. Task lights with adjustable brightness allow you to find the ideal intensity for comfort. Avoid using overhead lights which can cause glare and lead to eyestrain.

4 REDUCE DISTRACTIONS

Try noise-canceling headphones or earbuds for focus by listening to music or ambient sounds. Plus, you'll improve sound quality during phone and video calls and reduce background interference.

5 FOLLOW SECURITY BEST PRACTICES

Always follow your company's remote work security guidelines and make sure your household wi-fi is protected and your passwords are strong. If you print sensitive documents at home, consider a deskside shredder for added protection.

Work-From-Home Solutions
by Novus + Dahle

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