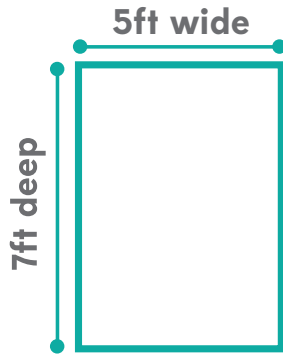


DESIGN YOUR WFH OFFICE SPACE

1 Size & Location

The nature of your work and equipment will determine how much space you will need, but a minimum of 5 feet wide and 7 feet deep is recommended to provide enough space to work comfortably.

An ideal location is a room with a window to provide natural light and a door to prevent distractions (like pets or kids) from the daily flow of the home. Use bright white bulbs can be used to simulate natural light, too.



2 Declutter & Organize

Determine what items and equipment you will need for your office and find a new spot for everything else in the room. Take note of where electrical outlets are located and keep that in mind when choosing a spot for electronics.

Use smart storage solutions like built-in storage, baskets, boxes, filing cabinets, paper trays, etc. to save time and enhance focus. Over 4 hours per week is wasted on searching for papers or other organization issues.

Make a checklist of any supplies or equipment you will need to buy.

Keep your current work nearby and file the rest. Keep reference materials like manuals or catalogs stored within arms reach, along with anything else you use daily.



3 Select a Desk & Chair

A minimum desk length of 48" wide is recommended, although many find 60" to be most comfortable. To find your best fit, determine what items you'll need to complete your work. Consider an adjustable stand-up desk or table top converter since recent studies have shown prolonged sitting is detrimental to your health.

Discomfort negatively impacts productivity so a comfortable, adjustable ergonomic chair is paramount for sitting. Make sure your eyes are able to look straight ahead to prevent back and neck pain as well as eye strain. Roughly 16 to 30 inches is recommended between your eyes and computer monitor.

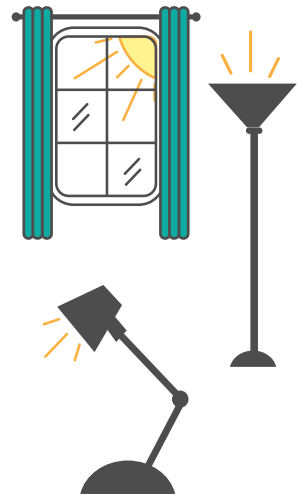


4 Lighting & View

Proper lighting will prevent eye strain and make it easier to complete tasks. If able to have a window, make sure you have window treatments to control the brightness levels if there is too much direct sunlight during work hours. Consider sheers to diffuse bright light.

Adding different types of lighting also allows you to manipulate the right amount of light, such as a desk lamp, standing lamp, a window with blinds and overhead lighting.

If a window is not available, try orienting the desk face the door or hang an inspirational piece of artwork above your desk. This will provide a focal point and something to give your eyes a rest and provide a focal point when you look up from your work. Adding reflective decor actually can help amplify light such as mirrors or mercury glass.



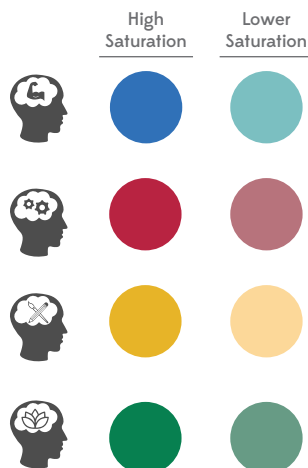
5 Color Psychology

Whether you want to paint a wall, bring in a colorful piece of artwork or other decor, keep in mind the different effects color can play on the mind:

Blue—Stimulates the mind and is ideal for jobs that involve a lot of heavy thinking.

Red—Increases physical stimulation. A good option for more physical work. **Yellow**—Inspires creative thinking and optimism which is ideal for creative professionals. **Green**—Creates a serene atmosphere and is a good choice for high-pressure jobs.

Also consider color intensity. Strong, bright colors will stimulate, while shades with a lower saturation (think pastels) will soothe.



6 Final Touches

Add greenery with some plants which have been proven to purify air, increase productivity and creativity, and reduces stress.

Dress up the wall/space behind you with a poster, photos, charts, etc. to add a level of professionalism to video conference calls.

Take care of wild wires with surge protectors/extension cords, and tie together with zip ties.

