



# Creating your Home Workspace

A guide by Breanna Williams



# Why is work space design important?

A well designed work space increases productivity, efficiency & happiness while working. A well designed space also allows you to reach a state of flow.





## Key Elements

- *Where to work*
- *Desk setup*
- *Establishing a routine*
- *Video call etiquette*
- *Setting boundaries*



# Where should you work?

## Lighting

A well lit work space decreases the chances of eyestrain, headaches and fatigue

## Privacy

Limiting the amount of noise & distractions allows you to focus more on your work

## Electrical outlet

Reduces time wasted when your electronics die

# Alternative workspaces



Laptop stand



Sit/ Stand Desk Topper



Folding Table

# Desk setup



1. Laptop centered directly in front of you
2. Keyboard & mouse placed close to the edge of the desk so when you're using it, your arm is at a 90 degree angle
3. If you need your phone for work put it off to the side so it's visible but not distracting
4. Keep pens, pencils and other writing supplies in arms reach
5. Place personal touches & decor to the side

“ A good system shortens the road to the goal.”

-Orison Swett Marden

# Organization

Having a place for all of your papers & supplies helps keep your workspace clutter free and *increases productivity.*



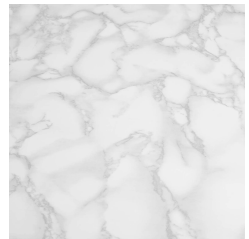
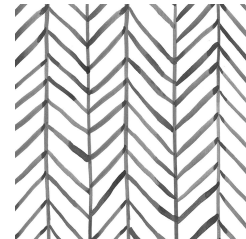
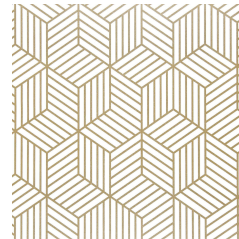


# DIY Magazine holder



## What you'll need

- Cereal box
- Contact paper
- Ruler
- Xacto/ craft knife
- pen



# DIY pen & pencil holder

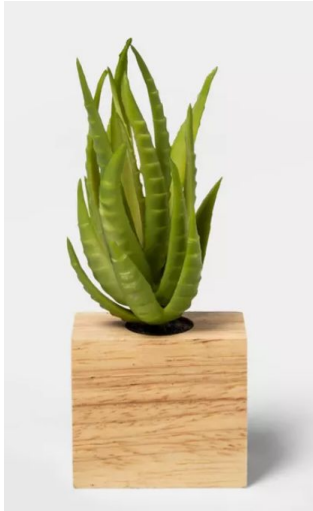


## What you'll need

- Mason jar
- Spray paint
- Painters tape
- Newspaper/  
scrap paper

# Decor

Adding in decor is a great chance to give your workspace a bit of **personality**. A little bit goes a long way!



# DIY desk pad



## What you'll need

- placemat/ thin cardboard
- Contact paper/ wrapping paper
- glue
- Scissors



# DIY dry erase board



## What you'll need

- Picture frame
- Craft/ duck tape
- Paper/ fabric
- Scissors/ craft knife



# Colors



Productivity



Concentration



Mood lifter





“You will never always be motivated, so you must learn to be disciplined.”

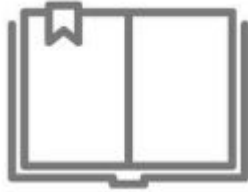


# Establishing a routine



## Get dressed (yes even at home!)

Increases productivity  
Optimizes focus



## Morning activity

Helps establish clear  
boundaries between  
your on & off hours  
  
Increases productivity



## Set office hours

Increases focus  
  
Decreases  
procrastination



## Unplug for lunch

Take lunch at the same  
time every day  
  
Helps with mental  
fatigue



## Stretch

Take a 5 min break  
every 30- 45 minutes  
  
Stand up & stretch to  
prevent back & neck  
pain

# Video call etiquette



## Video set up

- Find a quite & well lit area
- 10 minutes before joining the call, check your computer's camera & mic
- If your laptop sits at a low angle, place it on top of books

## During call

- If you are not talking keep your mic muted
- Always have your camera on, it shows you're fully engaged
- Wear headphones
- Use virtual backgrounds, they eliminate distractions
- When talking look directly into your camera

# Setting boundaries



## With household

- Explain when and where you're going to work
- Explain to them the importance of your hotspot/ wifi and why you need it
- Let them know when you have meetings scheduled so they are aware when you need extra privacy & quiet time

## With work

- Make your lunch break & other break known
- Once you're office hours are over, stop working

# Resources:



## DIY instructions

[Magazine holder](#)

[Pen/ pencil holder](#)

[Dry erase board](#)

[Desk pad](#)



## Online vendors

[Target](#)

[Amazon](#)

[Staples](#)

[Hollar](#)

[Dollar Store](#)

[Dollar General](#)

[Ikea](#)

[Urban Outfitters](#)

[Home Depot](#)

[5below](#)

[Walmart](#)

Walgreens

Rite Aid

CVS



Thank You!

