

Creating A Home Office

Due to the COVID-19 pandemic, the majority of the world had to adapt to home offices and working from home overnight. So how, exactly, can you create the right home office?

Right location

It's essential that your office space is kept separate from your home space. You can use partitions to separate a corner of a room off or clear away your work equipment if you're using the dining room table each night. It's essential to keep work and leisure separate. A home office doesn't necessarily need to be an entire room or a large space, just big enough to fit a desk and chair and you have space to walk around and stretch in between all those meetings.

Put practicality first

When we first invest in a home office, we probably go a little mad on the stationary and start buying anything and everything that the stationary shop sells. It's essential that your home office is practical and you only have the essentials to do your job. In terms of placement of this equipment, put the things you use most closest to you and the things you only rarely use further away. This way, your home office is practical. For those who work on screens all day, it may be worth buying a second monitor.

Comfort is essential

Sometimes we only want to spend enough money on an item that it doesn't break but it may be worth splashing out a little extra cash on something that is also comfortable. If you're sitting on a chair all day, make sure it's a comfortable one. If not, buy cushions or a foot stool to increase your comfort. You may even consider buying a standing desk!

Allow natural light

If possible, try to choose a space that has natural light. Our bodies need natural light and if it's a functioning window it can be good to open it occasionally to get some fresh air. If you don't have access to natural light, use good lighting through lamps and overhead lighting so you don't end up straining your eyes.

Add some plants

Plants and flowers are proven to help reduce stress and increase happiness when in a workspace. Most local supermarkets or florists will have small plants that are easy to maintain and they can really spruce up your workplace.

Keep it clean

Our minds often take in our environment. If you're working in a messy and cluttered space, your mind can become messy and cluttered too. Try to clean the workspace regularly and don't let those papers and documents pile up - keep on top of it! One of the most cluttered elements of the workplace is cables, so it's important to buy cable ties or hide the cables away from your workspace.

Good Internet

It goes without saying that a strong and stable Internet connection is essential for a home office. If your main hub is in a different room, you can get strengtheners to increase the signal in your workspace. There's nothing worse than frozen images on the screen or not being able to hear somebody properly in an online meeting.

Make it a bit of you

Most importantly, you want to add your style and personality to the home office. Add pictures of your friends and family, add decorations that make you feel happy and comfortable (but not too distracting!) You want it to be a warm and welcoming place to make a living every day.

Resources

- <https://www.inc.com/larry-kim/9-tips-to-increase-productivity-in-your-home-office.html>
- <https://www.ecwid.com/blog/16-tips-for-building-the-perfect-home-office.html>