



SETTING UP A SUCCESSFUL HOME OFFICE

As organizations encourage those who can telework to continue to do so, it is vital to provide recommendations for setting up an appropriate home office. The first step in successfully working from home is to take time to create both a usable and comfortable area to conduct work. Have you gone through the below steps to ensure your home office is an appropriate space to telework in?

*As always, teleworking must be approved in advance by management.

SELECT AN OFFICE LOCATION

- Find a space separate from high-traffic areas in the home.
- Consider a location free of distractions.
- If creating a space within a space, consider walls to segregate the office.
 - Room dividers or folding screens are ideal.
 - Curtains or book shelves can work.
 - Research DIY dividers, like an upholstered bulletin board.

PREPARE THE SPACE

- Remove all items, in order to start with a blank canvas.
- Install any outlets needed.
- Clean all elements of the space before bringing in furniture.
- If painting or remodeling, do that *before* moving in furniture.

SET UP THE HOME OFFICE

- Note the best angle to place the desk, while considering natural light.
- Avoid having your back to windows due to computer screen glare.
- Fill the space with a desk and office chair.
 - Invest in a comfortable chair, rather than using whatever is around.
 - Think ergonomics.
- Before adding equipment, sit down and test out the location.
- Don't forget to use power strips for all your equipment, with fire safety codes in mind.
- Add organizational details, such as a bulletin board, pen holder, and file organizers.

ADD PERSONAL TOUCHES

- Take time to make this space your own.
- Add photographs and artwork.
- Consider artificial lighting needed.
- Add additional elements like an air purifying plant, coasters, a reading chair, etc.
- Rework this space until it becomes an environment you enjoy working within.