

create space. make time.



**streamlife**

an organizing company



## HOW TO MAKE YOUR OFFICE WORK FOR YOU - *ORGANIZE YOUR SPACE*

### **Creating a Home Office**

- To identify the best place to set up your office, determine office activities and any other uses for the room to decide what furniture and space is required. Aim for no more than three activities per room.
- Home offices most often double as guest rooms. If so, consider how you'll attend to your work when you have visitors.
- Identify whether you need physical boundaries for privacy or a quiet work environment. You may need to change the purpose of another room in your home to create a suitable work environment.
- Take advantage of available natural light. If you are going to be spending long hours in your office, don't forget to consider this important element to well-being.

### **Furnishing Your Office**

- Ensure ample surface for writing
- Add a keyboard tray for comfortable and safe keyboarding
- Create storage space for files, reference material and office supplies
- Add furniture to support printers and other electronic devices
- Select ergonomic seating to improve comfort and avoid injury
- Create spaces for others to work or visit
- Add ambient lighting to light the room, and task lighting to brighten areas of focused work