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WORKING FROM HOME WITH PURPOSE

Tips and tools for carving out a useful work space at home

Find the joy in working remotely!

Get more work done
when you have:

- ✓ Good task lighting.
- ✓ Control of clutter.
- ✓ Comfortable environment.
- ✓ Noise solution.



Reduce the noise while working

Create a room to work in that is soothing in color and sound; one that allows you to close yourself off from the noise in the rest of the house.

If you do not have a home office, ask yourself: 'Is there another room in the home I can work so I am alone?' Try a guest bedroom or basement; or use your own bedroom if there is space. Move distractions out of the room; out of site means out of mind.

If you do not have doors you close, use ear buds or a noise reducing headset; use an app on your phone with soothing background noise.



Add a desk in a quiet corner



Include good task lighting.

Wall space to organize and inspire



If you are working in a tight space, the wall is a great way to get the clutter off of your desk.

If you have kids home, it is also a nice way to let them know you are thinking about them while working.

Desks that fit in with your decor



If you are able to work remotely, but do not have a designated room to use, add a narrow desk that does not look like a work station (like this one); when in use simply remove noise around you with ear buds.

Organize your bookcase

This is a great time to give your bookcase 'spring cleaning'. Here are my tips:

1. Remove everything from the shelves and purge what you don't use.
2. If you have a ton of books like this bookcase, re-arrange them by size, by color, and rotate them so some are horizontal and vertical.
3. **pro tip:* paint the back of the bookcase a 'pop' of color so the books are not the focal point.



Multi purpose magnetic chalkboard

Yes, this idea is good for children (esp if home schooling),

BUT what a great way to organize your thoughts, work load, and positive powerful ideas you have and need right now!



Working with storage containers

Work containers and binders look better with personalized décor mixed in with it.



Use woven baskets below a window for a more natural Zen feel.



Take the time to renew your work space

You get super busy, and suddenly your desk is full of clutter; you can't find anything you need and your mind is now not clear.

Take the time to remove everything from your desk, and re-organize. It will allow you to focus!

