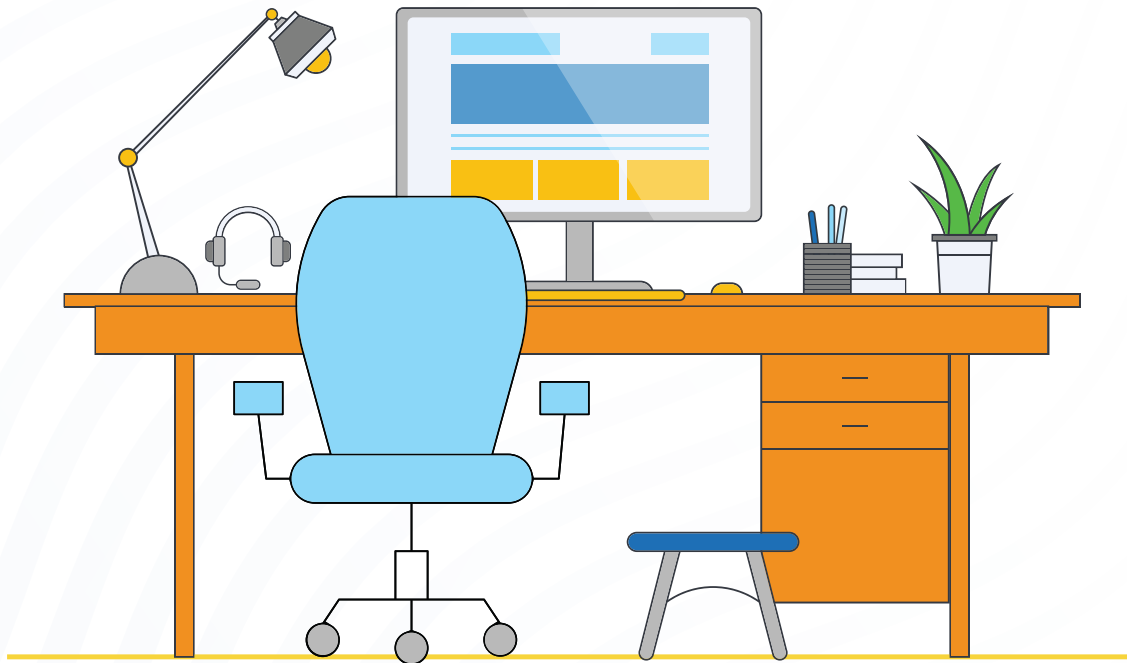


Setting Up Your Work From Home Space

Now that you can work from home, you can focus on setting up a workspace that maximizes your productivity at home. Just like you would at your workplace, you can organize a work area that is comfortable and helps you focus. Use this checklist to guide your setup.



- Desk** — Find a suitable flat table surface with enough space for office equipment and adequate clearance for seating.
- Monitor** — Consider using least one external monitor for enhanced viewing and multitasking. You can adjust its height so that it is eye-level when you are seated.
- External keyboard and mouse** — Much like you would at work, you can use an external keyboard and mouse to support your posture.
- Conferencing accessories** — If you need to make phone or video calls for virtual meetings, you can use a mic-enabled headset and a dedicated webcam for reliable communication.
- Seating** — Consider using a chair that offers lower back support. If you don't have an office chair, you can add a cushion or pillow to available seating.
- Footrest** — To reinforce your posture, you can add a footrest beneath your desk, such as a short stool or sturdy stack of books.
- Lighting** — Even if you have overhead or natural lighting, think about adding a desk lamp to your workspace to reduce eyestrain.
- Pen, pad, and supplies** — Keep at hand paper and sticky notes as well as writing utensils to jot down notes, reminders, and ideas.
- Comforts** — Give thought to some personal touches you would like to add, like family photos, books, artwork, and plants.