



HOW TO SET UP YOUR WORK SPACE



WHY SHOULD YOU LEARN THIS?

Study after study has proven that the design of your work space affects how much you get done – and how happy you are about doing it! Give yourself a boost on the positivity as well as the productivity scales with these ideas.

WHAT?

Simple advice for setting up a work space that works for you, and helps you work.

INSTRUCTIONS:

You will need:

- blank paper
- favourite pens or pencils

WHAT TO DO:

01

Take a look around. Got a work space? If you do, and it's all yours – take a good hard look at it. It is a nice space to be in? Does it get on your nerves? Make a short list of the things you like and the things you hate about your work space.

If you don't have a work space – claim one! You may not have needed it when you were younger but you do now. Go hunting for a place, even a corner, that will fit a desk and a chair. Lots of fabulous design spaces have been made in closets and small spaces – search for 'pocket office ideas' or check out this page for ideas:

<https://sebringdesignbuild.com/small-closet-office-desks-design-ideas/>.

02

Sort out the seat. The chair you sit in, and the angle of your arm, shoulder and spine can lead to long-lasting injuries if you don't get them right. The height of your chair should bring your elbows just above the level of the desk. Your feet should be flat on the floor and the top of the screen should be at or just below eye level. Adjust your chair's height and the level of the screen to make sure you're staying healthy while you work. More info can be found here: Worksafe Guide to Ergonomic Workstations (PDF):

https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0013/19102/guide-ergo-comp-workstations.pdf

03

Check the lighting. Natural lighting is great for your mood and focus as well as for your eyes. However, lots of us work at night too. Check that you have an adjustable light in your work area. It could be a lamp on the desk or a clamp-lamp on the wall. Make sure you can move the shade to avoid glare on the computer screen at all times of day or night. For daytime work if your screen is near a window, you may need a blind or curtain to prevent you from squinting at the screen.

04

A place for everything. Studies have shown that people are most productive when they can put a hand on exactly what they need, when they need it. Make a place for each item you normally have on your desk – if that's your phone, give it a place like a cradle or a spot on a shelf. Keep pens and pencils, folders and stationery handy. Organise drawers and keep clutter to a minimum. You're never going to get work done if you have to clear off your desk every single time you want to sit at it.

05

Personality – and a plant. Finally, the fun part: step back and look for opportunities to add personality. A small ledge under a window for a few favourite photos that you can change when you want. A poster, or two, or four – and a plant. If you have natural light in your work space try adding a living plant such as a succulent, a spider plant (not really a spider), or a pothos vine. Multiple studies have shown that this makes humans happier and more relaxed – which helps you get in the flow and work to your best potential. Seven house plants for beginners:

<https://www.thespruce.com/the-7-best-houseplants-for-beginners-4767423>



GOT IT?

➤ You've got a work space, it's uncluttered but organised, comfortable and suited to your personality. Winning!



TRY THIS

If you feel like you've nailed it but you want to level up, try this:

➤ Clear the clutter on- and offline. Don't just organise your desk drawers, organise your digital files too, starting with the files you use most often.

SO WHAT?

➤ Your desk set up will make you more comfortable so you can focus on your work, get things done faster – and get outside for a break!

WHAT ACTION WILL YOU TAKE?

- Claim a space as your own
- Check the chair and desk height, and the position of the screen



IF YOU LIKED THIS ONE YOU MIGHT WANT TO TRY...

- How to Proofread Your Work
- How to Write an Email
- How to Pitch an Idea
- How to Make Time for Study and Downtime