

# How To Create a Home Office You Love

Whether you work from home a little or a lot, these tips will make your home office more comfortable while boosting your productivity!



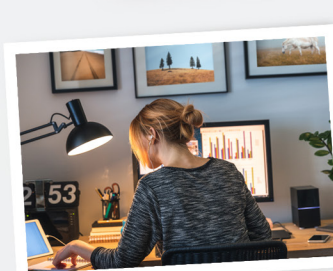
## Designate a Place

Having a spot in your home that you designate as your office will help switch your mind into work mode. If you don't have a private room available, try sectioning off part of a larger room and claiming it as your office. Curtains, screens or room dividers work well for this!



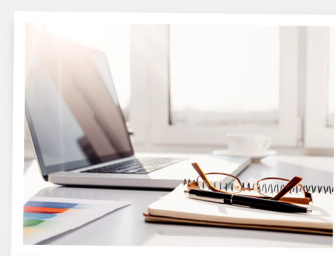
## Choose the Right Accessories

A separate monitor, laptop riser, wireless keyboard and mouse can work wonders on increasing your comfort and efficiency. You can use a small smart TV as an extra monitor by streaming your computer's screen through a device or app like Chromecast, Roku or Airplay.



## Make It Inspiring

Just because it's an office doesn't mean it has to be cold and impersonal. To liven up your workspace, decorate it with framed prints of scenic places, a mood board, a fun rug, live plants or fresh flowers. Just be careful not to go overboard – excessive clutter can clutter your mind.



## Lighten Up

A well-lit room can go a long way in making you feel alert and productive. Try positioning your desk so it faces a window. If that's not possible, use a good natural light lamp instead. Arranging mirrors around your workspace can also enhance what natural light you do have.



While a designated workspace is important, don't feel chained to it. If you're struggling to concentrate, occasionally switching your work location can give you renewed focus – whether it's your patio or a coffee shop.

# How To Be a Stand-Out Remote Employee

Out of sight, out of mind? When you work from home, it can sometimes feel like your efforts go unnoticed or you're not kept in the loop. Here are four ways to stand out in a remote work environment.



1

## **Communicate**

Be proactive by asking questions and respond promptly when questions come to you. Keep written communications short and sweet to avoid confusion or misinterpretation. If you can't keep it concise, it's probably best to make a call.

2

## **Establish Trust**

Show you're trustworthy and responsible by sticking with your deadlines and milestones. If for some reason you can't follow through, quickly let all parties involved know.

3

## **Be Camera Ready**

Having your camera on during online meetings can foster a deeper connection and help people get to know you beyond your voice. This is especially true if you work for a big company. Make sure to look presentable when you're on camera.

4

## **Promote Yourself**

Don't be afraid to do a little self-promotion! Report your results or share positive feedback you've received with your manager and team when it makes sense to do so. Come up with new ideas and solutions and discuss them with others.