

## Create a Workspace You Love

Work environments may not always feel inspiring. Create a workspace that's unique to you. You'll feel happier, better connected to work and get more done. Here are a few ways to get started.

Add a dash of flair. Find items you love or that reflect your style. Add a framed photo of loved ones or art you love.

**Go green and earthy.** Get an office-friendly potted plant. Enjoy it's beauty and the purified air it generates.

**Shut out the noise.** Create a cone of silence so you can work without distractions. Get a pair of noise-canceling headphones to help you concentrate when everyone around you is talking.

**Keep things tidy.** Organize your area. Spend a few minutes each day to return things to their proper place and avoid clutter creep.

**Choose a comfy chair.** Find one that supports your spine and adjust the height so your feet are flat on the floor. Position armrests so your forearms gently rest on them and your shoulders are relaxed.



Make your workspace comfortable and inviting.

**Sources:** Four Ways to Create a Better Workspace to Boost Your Productivity. Forbes. 2019.

How to Create a Workspace the Improves Productivity. Business News Daily. 2020.

9100511.0925



