

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 diagram to guide your setup.



PEN, PAD, AND SUPPLIES

Keep paper at hand and writing utensils to jot down notes.

CONFERENCING ACCESSORIES

If you need to make phone or video calls, consider keeping a mic-enabled headset and a dedicated webcam nearby for reliable communication.



COMFORTS

Add personal touches like family photos, books, artwork, or plants.

EXTERNAL KEYBOARD AND MOUSE

Much like you would at work, you can use an external keyboard and mouse to support your posture.