

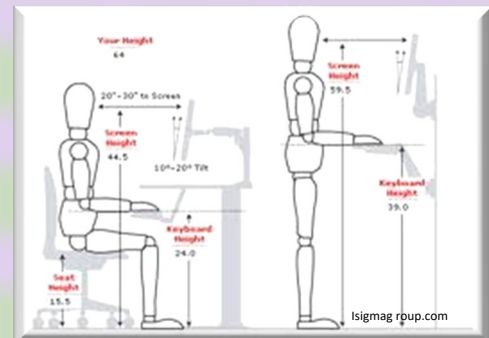
ENCOUNTERING LOW PRODUCTIVITY, FATIGUE, AND TENSION? IT COULD BE YOUR OFFICE DESIGN AND WORK HABIT.

As an HR Professional, I know how important productivity is when getting the work done, especially working from home. A client asked me how we can improve our productivity with the new norm? Which inspired me to write this article.

Working from home can be a great experience if, you create a setting that can mitigate fatigue, tension, and injuries. Did you know the [subconscious mind](#) can affect how we work based on our surroundings? Beat the subconscious mind by creating an environment that will help you minimize injuries, feel relaxed while accomplishing more.

Ergonomic helps prevent eyestrain, injury, and much more
Let us start with a quick ergonomic check list:

- ☐ A functional desk
- ☐ Ergonomic chair
- ☐ Monitor or laptop at the proper eyelevel



[Ergonomics Overview](#)

Your Office, Your Space

Select an earthly color scheme. Blue may be the most obvious choice because of its tranquility, which brings forth to the subconscious mind.

[The Subconscious Messaging Behind Colors](#)

There are plenty of tranquil hues, including rose; In fact, you can probably find a soft shade in any of your favorite colors. Save more dynamic tones for accent pieces to bring peace, calm, tranquility, and focus.

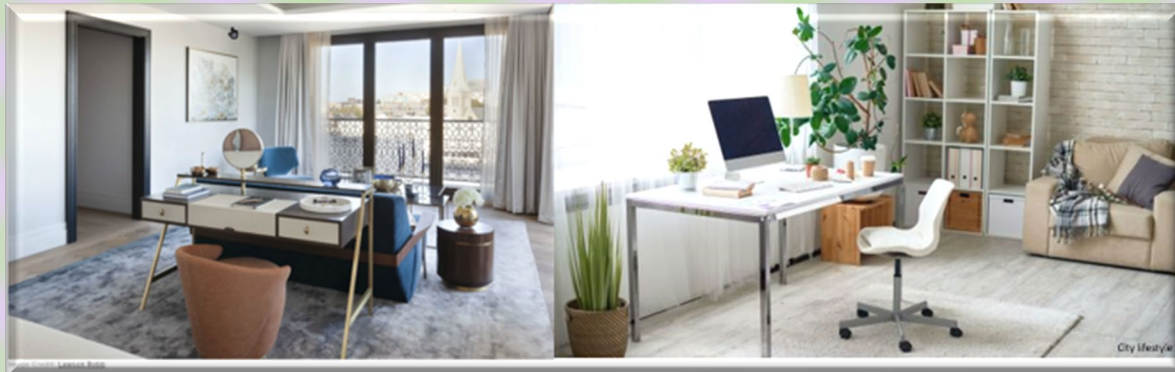


Start your day with intention by mediating the outcome you want for your day.



Maximize Your Space

Look for furniture that doubles your storage and seating. Take advantage of wall space by installing shelves and hooks. Strategically placed mirrors can open any room, and careful furniture placement will make things feel less cramped.



- Have your desk facing the door, with your back facing the wall. If you have a window, position the desk to see the door and window from where you are sitting. If you must have your desk against a wall, place it in front of the window where you can look out when looking up. Remember to occasionally look up and out the window to get your thoughts together as you take in deep breaths.
- Bring the outside into your office with artwork or a mural of nature or water, whichever brings you tranquility.
- Purchase a few plants that require little maintenance.

[The 8 Best Low-Light and Low-Maintenance Office Plants](#)

Light Up Your Office

Make the most of the natural light by opening the shades. Adequate lighting around your workstation will minimize eyestrain. Adjustable lamps add additional comfort. Remember, the darker the room, the more light you will need.

Introduce Some Fragrance

If you have windows for natural light, try some easy-care plants like lavender or mint. Aromatic oil diffusers are also simple to use and long-lasting. Scents such as chamomile, frankincense, marjoram, and sage are known for their calming and centering qualities. When you need something more refreshing, try lemon or wintergreen.

[130 Essential Oil and Absolute Profiles](#)

Play Music

One of the most significant benefits of working alone is enjoying music without disturbing anyone else. Internet radio stations give you a vast selection that you can customize to your liking.

- *Instrumental music is best when you are trying to concentrate.*
- *Sounds of nature such as waterfalls, birds, etc.*
- For routine tasks, play anything you want.

Add Personal Touches

- Spread around some happy treasured photos or vacation souvenirs.
- Post inspirational sayings or keep a book of favorite quotations on hand.

Getting Organized

Having your office organized is one of the most crucial steps in being productive. When your office is unorganized and trying to find a document or item, you potentially waste time searching; your fatigue and tension will elevate. An organized office saves time, can reduce fatigue, and tension -see figures below.



Banish Clutter

Look for sufficient filing and storage space to help you keep clutter under control. *Go paper-free whenever possible.* Regularly sort through your materials for things you can discard or archive.

Clean Regularly

Vacuum and dust every two to four days. Do a thorough cleaning at least once a month; this will help protect you from germs and create a more hospitable environment.

Separate Your Personal and Business Activities

When you work from home, it is helpful to create boundaries to keep your life in balance. Some people may have trouble understanding that you are busy when you are at home. *Let your family and friends know the hours when you are not to be interrupted. Place a "not to be interrupted" sign outside your office door, and when the sign is down, everyone will know it is okay to interact with you.*

Keep distractions like laundry out of the office and office items such as files out of the rest of the house; this will help you focus and reduce the risk of misplacing things.

Minimize Calls or Other Interruptions

Resist the temptation to check email too frequently and put your phone on voicemail when you need some quiet time.

- Keep yourself on a schedule, blackout hours in your calendar for certain activities.
- Check and reply to emails three times a day in the morning, afternoon, and evening for an hour. Emails can eat up a good portion of your time to be productive.
- Blackout time slots in your calendar when you need to focus on your work. Do not schedule any meetings during those time slots.
- Select one of two days during the week dedicated for meetings that are not "business related", such as zooms, vendors, etc.

Stay Connected

Take steps to avoid feeling isolated.

- Get out and go to lunch with your family, friends, or colleagues the same way as if you were in the office; TAKE THAT BREAK!
- In-person or virtual - At least once a week, find local chapters or organizations relevant to your business and attend the meetings. Networking is good for your career and personal happiness.

Give Yourself A Break

In between working hours take breaks the same as you would if you were in the office. When you set your schedule, you need to plan your daily breaks. You will be more effective at work if you stay active and refresh your mind.

- Go to the gym or take a long walk before you settle down to work in the morning or after a long day of work.

Take Control of Your Time

When working from home, we unintentionally work longer hours, which can wear us down. If you find yourself work a lot of long hours, Take control of your time at least one day out of the

week. Working too many days and long hours can affect your mind's functionality and ability to focus, which can lead to several health issues. Your mind needs rest; get at least eight hours of sleep, and drink plenty of water.

Be Spontaneous, Pick an Afternoon to Take off and See A Movie, and Enjoy Your Life.



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