

# 16 TIPS FOR SETTING UP A HOME OFFICE

## SET YOURSELF UP FOR SUCCESS

Think about how your space and time will be best used for you, your employer and your family. Once you've thought about what work you need to do, where you'll work and when, you can tackle the tools you'll need to be happy and productive.

## WFH OFFICE

1. Get a laptop instead of a desktop for more flexibility.
2. Use a desk instead of a table (roughly 30 inches off the floor).
3. Have an ergonomic chair with adjustable height.
4. Get an external keyboard for your laptop.
5. Put the top of your monitor at eye level. Consider two monitors.
6. Have some natural light in your workspace.
7. Get a surge protector for all your equipment.
8. Try to go wireless and hands-free when you can. (Keep cables neat.)
9. Reduce clutter in your work area and on your desktop.
10. Find the fastest internet connection possible, and make sure it's secure.

## WFH HABITS

1. Set boundaries in your space and with your time.
2. Maintain a work-home schedule for your household.
3. Beware of burnout. Answering emails on your phone is work.
4. Take regular breaks, at least 20 seconds every 20 minutes.
5. Stay hydrated and don't forget to eat.
6. When the workday is done, it's done.



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