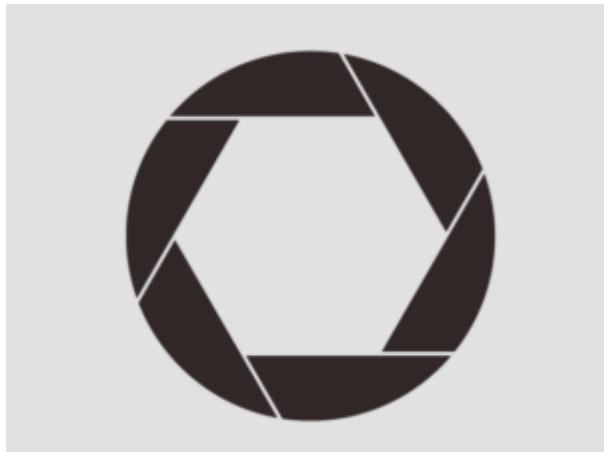


Organization of Work Areas Picture This



14 DESIGN TRICKS FOR A HIGHLY PRODUCTIVE WORKSPACE

Soothing music can decrease stress and boost focus. If you work in a distracting open office, use **noise-cancelling headphones** to help you concentrate.

Consider investing in a comfortable and supportive desk chair.

Spicing up your space with **greenery** increases productivity and focus, attention, as well as improving air quality.

Decorate your office with **photos** of your loved ones. Personalizing your space with photos will positively impact performance. If you don't have room for picture frames, you can always use a decorative tray to hold your papers, notes, mail, and books.

Keep your space **clean and distraction-free.** Remove unnecessary items from your desk and tidy up at the end of each day so you return to a pleasant workspace the next morning.

Natural light is ideal, but if it isn't a possibility, add a small lamp to your desk to ensure you have sufficient light. Bad lighting can cause fatigue, eyestrain, and headaches.

Stock up on healthy snacks such as mind nuts, protein bars, and dried fruit. Keep them on hand for when you need a mood boost.

Drink from a special or decorative mug. It's an easy and inexpensive way to enhance your office decor.

Position your **computer so there is no glare from a window or overhead light.**

Make sure your electronics are close to outlets, and use **ties and clips to organize messy wires.**

Eliminate sticky notes. Instead use a notepad or type notes on your computer.

Personalize your space with **photos** of your loved ones. Personalizing your space with photos will positively impact performance. If you don't have room for picture frames, you can always use a decorative tray to hold your papers, notes, mail, and books.

Think carefully about the **color of the walls.** Opt for accents of color that inspire you. Use postcards, magazine cutouts, or even just paint swatches to spice up your space.

Hide things as much as possible. In smaller spaces, the key is to limit the number of things out in the open. Use **drawers** and **shag cabinets** to stay organized.

SOURCE: Jacqueline Whitmore, Clutterfree Expert

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Source: <https://www.jasonl.com>