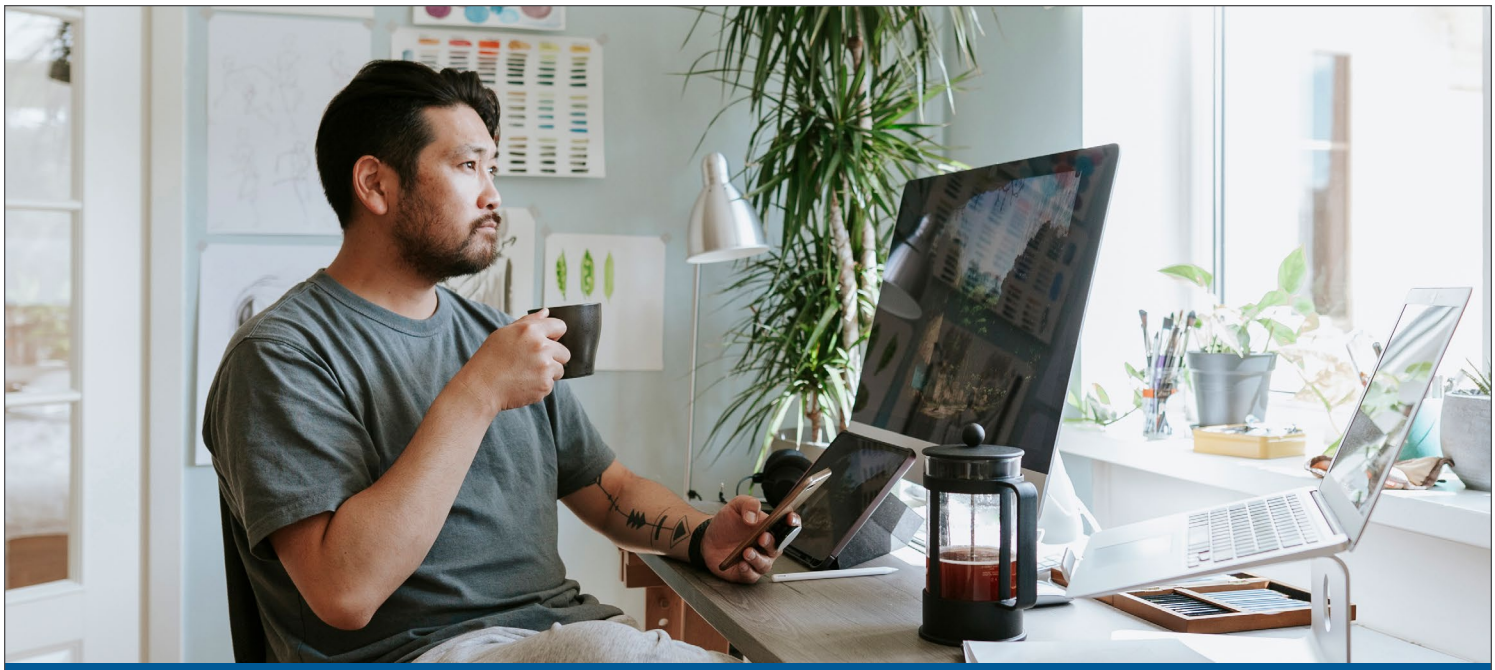

5 strategies for a workspace that works for you

To bring your best to your workday—and your off-work hours—start fortifying your routine and workspace with these work-from-home strategies:

1. **Contain the clutter.** Even if you don't have space for a dedicated work area, create a way to contain all things job-related. This gives your work items a home. At the end of the day, put everything into their carrier to signal the day is done.
2. **Add some green to your life.** A well-selected plant for your workspace can bring increased productivity and a sense of calm. If caring for a plant sounds like one more thing to do, remember: The benefits of having a plant exceed whatever you might be imagining.
3. **Change your stimulus.** For those times when you're feeling stuck, get up out of your chair and move around. By shifting your scenery, breathing fresh air, or chit-chatting with a colleague, you're able to jumpstart your brain and break through the stuckness.
4. **Set boundaries.** Stop taking on too much and start setting boundaries. Everyone likes to demonstrate a can-do work ethic, but your best self can only show up when you have the time, energy, and support to do so.
5. **Think in terms of health and well-being (yours).** Evaluate everything from your chair and monitor height to the room's temperature and lighting. Poor ergonomics sap energy and levy a heavy toll on our bodies. A workspace we feel good about helps us work better.

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