# How to Create a Home Office That Improves Work/Life Balance

Many remote workers find it difficult to unplug from work, especially when facing a looming deadline or a heavy workload, while others find it hard to avoid distractions that prevent them from working productively.

Here are 10 tips for designing a home workspace that helps you create a clear separation between your work and leisure activities.





### 90% OF EMPLOYEES SAY MORE FLEXIBLE ARRANGEMENTS WOULD INCREASE MORALE.<sup>1</sup>



Set up your home office in a quiet place, out of earshot of family noise and away from distractions. Work only in your designated space.

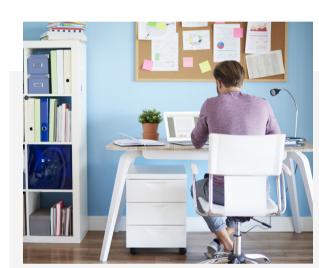


Choose a location that is at least somewhat isolated. If space is tight, section off a corner of a room, use the space under the staircase or put a workstation inside an unused or lightly used closet.

## 77% SAY ALLOWING EMPLOYEES TO WORK REMOTELY MAY LEAD TO LOWER OPERATING COSTS.<sup>1</sup>



Try to find a location with a window. If not possible, put photos or a painting in front of your desk for inspiration.



Think about converting an extra bedroom or little-used formal living room into your office.



## 65% SAY THEY ARE MORE PRODUCTIVE IN THEIR HOME OFFICE THAN AT A TRADITIONAL WORKPLACE.<sup>1</sup>



Partition off an area of the basement or attic or build a dedicated room in those areas for a private, quiet office space.



Build a garden shed retreat/office if your backyard has sufficient space. For those in temperate climates, creating an office on the deck, porch or patio is an option.

# IN SWITCHING FROM WORK TO LEISURE ACTIVITIES.<sup>2</sup>

22% OF REMOTE WORKERS REPORTED SOME DIFFICULTY



divider to separate your office from the rest of the home.



chair or sofa as your desk.
Purchase a desk, build a simple
one, or turn storage shelves
into a work surface.



REMOTELY IN THE U.S., OR 3.4% OF THE POPULATION.3

AT THE START OF 2020, 7 MILLION PEOPLE WERE WORKING



room for personal use.

Try to maintain a typical office environment — shower and dress, and don't do laundry, blast music

or watch TV while working. Keep to your in-office working hours.



REMOTELY HAS GROWN BY 44%.3

 $home-during-covid-19 \ | \ ecwid.com/blog/16-tips-for-building-the-perfect-home-office \ | \ owllabs.com/blog/home-office \ | \ owllabs.com/blog/home-offi$ 

OVER THE LAST 5 YEARS, THE NUMBER OF PEOPLE WORKING