

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.¹



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.¹



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.¹



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.

22% OF REMOTE WORKERS REPORTED SOME DIFFICULTY IN SWITCHING FROM WORK TO LEISURE ACTIVITIES.²



Add French doors or a room divider to separate your office from the rest of the home.



Don't use your favorite comfy chair or sofa as your desk. Purchase a desk, build a simple one, or turn storage shelves into a work surface.

AT THE START OF 2020, 7 MILLION PEOPLE WERE WORKING REMOTELY IN THE U.S., OR 3.4% OF THE POPULATION.³



If you have access to a work computer, use it only for work. Keep your home PC in another 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.

OVER THE LAST 5 YEARS, THE NUMBER OF PEOPLE WORKING REMOTELY HAS GROWN BY 44%.³



www.synergyhomeremodel.com

Sources: 1 flexjobs.com/blog/post/remote-work-statistics | 2 remoters.net/remote-work-trends-future-insights | 3 business2community.com/human-resources/25-key-remote-work-statistics-for-2020

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