



## Here are 10 top tips for organising your workspace:

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1. **Lighting** – 80% of our sensory input at work comes through our eyes. Correct lighting is so important for health and well-being, as well as protecting your vision. Try to have as much natural daylight to your desk as possible, and also consider good artificial lighting.
2. **Colour** – if your walls are painted green, it said to make you more creative and relaxed. That’s why many school classrooms are painted green.
3. **De-clutter** – while mess may aid creativity, clutter can be counterproductive. Take the time to rid your desk of anything you don’t need or want, and particularly spend time going through that stack of paperwork which hasn’t been looked at in a while!
4. **Photos** – I always have a photo of my children (in the old days it used to be my cat!) on my desk. This can really help to reduce stress and encourage positive thoughts.
5. **Ergonomic set-up** – check the ergonomic set-up of your desk, as the infographic illustrates. Your monitor should be eye-level, and your forearms should be in a straight line and parallel to the floor. Take the time to raise your monitor and adjust your seating accordingly. I also find an ergonomic mouse mat makes life a bit more comfortable.
6. **Proximity** – think about the things you use regularly, such as printer, calculator, diary etc, and make sure that they’re easily within reach. Store away things which you don’t use very often.
7. **Plants** – growing live plants at work can help clean the air, ease stress, increase productivity and make things feel a bit more like home.
8. **Seating** – Treat yourself to a quality desk chair, and it will make the world of difference. Particularly if you work from home, correct seating is well worth researching and spending some decent money on.
9. **Weekly sort out** – when you’ve reached that wind-down point on a Friday afternoon, use it to straighten out your desk for the week ahead. Shred paperwork which isn’t needed, file documents, and clear your ‘to do’ in-tray. If you work from home, give things a quick dust over!
10. **Get creative** – a bland workspace can be uninspiring, but if you inject a bit of fun and colour with some simple homemade storage solutions, it can quickly be transformed.

**[Check out the infographic on the download page to accompany these top tips](#)**