



## HOW TO CHOOSE: HOME OFFICE

A home office is a great opportunity to create an environment that fits your unique workstyle & inspires more productivity. It may be a dedicated space or a nook tucked somewhere out of view. Large or small, it should be big on style and get the job done with a great chair, task lighting & desk.



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Working from home, even part time, makes you realize that a makeshift desk area on the kitchen counter or the dining table isn't the best setup. Having a dedicated home office, even if it's small, makes a big difference in your comfort and productivity.

Make sure you have a view and some daylight. Once you've figured out the best area, the fun begins with a personal design that fits how you work. Making sure you have the best furnishings to get your job done.

### A Comfortable Chair

Comfortable seating that offers support and ergonomics has evolved the way we work today. Seating is the most important item you can purchase for any office space to alleviate injury, fatigue and raise productivity. Chairs offer a great opportunity for not only comfort but style, design and color.

If sitting at a desk is a big part of your workday, make sure you have the right chair for the job. This is especially important if you work at a computer. Look for an overall fit that supports your back and encourages good seated posture. Features to look for include:

- Ergonomics including adjustable seat, arms & lumbar
- Caster wheels & a swivel seat for easy mobility
- Foot rest if needed for better seated posture
- New, pre-owned and remanufactured chairs are available in our showroom now

Be sure to take stretch breaks & move around. And if you have room in your office, include a small sofa or club chair for phone calls, reading or a change of pace.

### Desk with Optimal Worksurface Area

The size of your desk or work surface will hinge upon the size of your office and budget. You can be more creative at home!

- Consider different desk types or some creative re-purposing of other furniture pieces.
- Consider how you will be working and what items you'll want to have close at hand.

Invest in attractive desk organizers to help keep your work surface neat, and plan for at least a few shelves or drawers for things you use or reference less frequently. Allow for an optimal amount of work surface to perform your primary tasks on a daily basis and room to spread out papers.

A built-in desk allows you to tailor your workspace to your needs. Corner desk areas efficiently create two workstations, one for computer use and one for desk work that can be accessed without getting out of the chair.

### Great Task Lighting

A standard ceiling light providing overall illumination is just a starting point for a home office. You need to include task lighting for reading and other close work. Consider layering a desk lamp for task lighting, wall sconces for ambient lighting and natural light from windows.

If you live in an older home, electrical outlets may be limited. Be sure you have enough outlets in the right places. Keep cords and wiring out of sight with built-in desk and storage areas that are flush against the wall. If you're planning for a floating or freestanding desk, you'll need floor plugs.







### Consider Storage

Keeping paper organized is easier with the right mix of drawers, cabinets and shelves. Some desks provide adequate storage with both open shelving and concealed wall storage for maximum flexibility.

### Home Schooling Options

If your children are participating in virtual learning, they will need a desk or other designated table solely for the purpose of schoolwork.

This transition has been particularly impacted by online learning glitches. So try to keep the learning area engaging. Place the desk facing a window or favorite interior part of the home to keep the view bright and beautiful.

Even when schools reopen, these areas can remain the perfect homework spot. So select desks and integrative seating that fit your decor and that can grow with your kids' needs.

For younger kids that may be just starting school, remember to keep things bright and colorful. Using bold colors and pops of patterns in a chair, rug, accessories, or wallpaper to liven up the space. Add a funky desk lamp, and let them help choose items they love.

Keep in mind that older students might prefer a more modern seating arrangement with no desk! There are many laptop compatible furnishings available with concealed worktops and electrical charging stations built into them. Create a unique set up for their learning style to help them look forward to the experience.

For Zoom learning, consider utilizing connectivity to your large screen TV. Just like inner office video conferencing, there are connections available to make this quick and easy for any PC or Mac.

### Did You Know?

Modern [benching systems](#) can multi-task at home too! If you have a larger space, like perhaps an under used recreation room, this can make an excellent homeschool conversion.

In a small space, benching can combine dining, collaborative, a makerspace, work from home + homeschooling solutions into one highly functional space so you never miss a beat.

Mobile training tables that fold up and store easily are another great option. Get inspired by our [resimercial](#) and [training](#) workspaces! Our showroom has plenty of options!

**VISIT OUR WEBSITE FOR MORE INFORMATION ON THE HOME OFFICE SOLUTIONS WE CARRY**



