

How to set up a home office for distance learning

Remote work has been around for many years, though it certainly picked up steam in 2020. In an effort to prevent the spread of the novel coronavirus COVID-19, in March 2020 government officials implemented stay-at-home measures that mandated that teachers and students begin working from home. That transition occurred seemingly overnight, forcing everyone to find somewhere in their homes to work.

As the dust settled and people grew accustomed to working from home, many recognized the need to have an office in their homes. Various factors can make home offices more conducive to getting work done, and the following are some home of-

fice must-haves that can help people be more productive while working from home.

Lighting

Lighting is important in a home office. Natural light can help save on energy costs and boost mood. In fact, natural light is a valued commodity for people used to working in office settings.

A 2018 survey of more than 1,600 workers conducted by the human resources advisory firm Future Workplace found that access to natural light and views of the outdoors were the most

sought after attribute of a workplace environment.

In addition, 47 percent of workers surveyed admitted they felt tired or very tired from the absence of natural light or a window at their

office.

When designing work-at-home spaces, people should choose areas of their homes that get ample natural light during a typical workday. Additional lighting also will

be necessary, and lights that can dim can allow each person to adjust their lighting based on how much they need at any given point in the workday.

Quiet

When designing a home office, people should make their offices conducive to concentration. Look for areas of the home that don't get much

foot traffic. Kitchens are very popular rooms in many homes, so try to locate your home office away from the kitchen. A desk in a bedroom or space away from

others working from home should help.

Electrical outlets

Recently built homes tend to be equipped with enough outlets to accommodate our increasingly connected lifestyles. But older homes may need some electrical updates before they can capably accommodate home offices. People should set up desks where they won't overload outlets. If extension cords are used, make sure they aren't placed where people walk.

Home office capabilities became a big priority in 2020. Setting up your space should be part of your preparation for the start of the school year. — Metro



Everyone working from home, including students and teachers, should have designated areas for their home office space.

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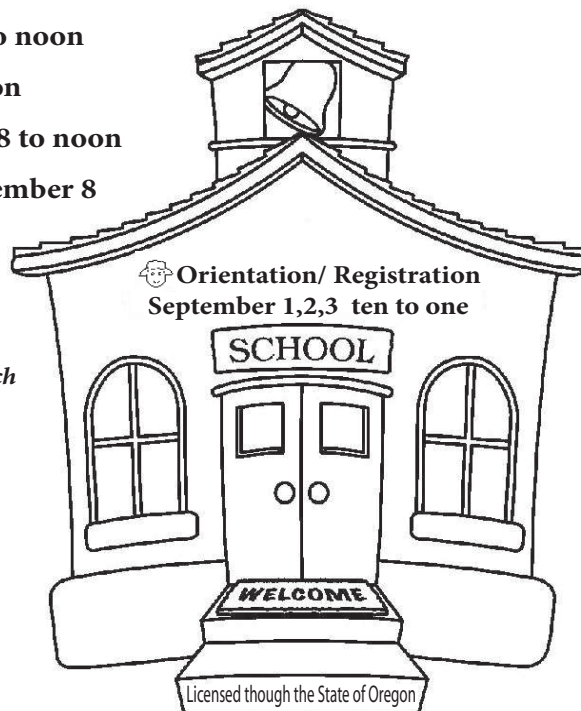
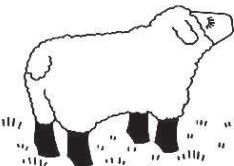
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