

Choosing the room to work in...

- Try to create your own workspace. Opt for the room that can hold all the tools and devices you need, so you don't have to go back and forth around the house and waste time.
- If possible, go to a room other than the one where you sleep. By moving to another room, used as an office, you prepare yourself psychologically to face your commitments methodically and professionally.
- Wall colours are also important. If the rooms in the house are painted in different shades, then choose one according to the work you're doing. If your work is a creative, opt for blue shades. If you do a job for which calmness and relaxation are important, then your colour is green.

How to position the desktop or workstation in relation to the light

- Choosing the room, let's see how to position the desk with the computer in relation to the light.
- Neither windows should be located in front of nor behind the desktop, so as to avoid those annoying reflections on the computer screen that disturb the view.
- The light must be parallel to the screen. If this is not possible, it is good to darken the window with blinds or something similar.
- Also pay attention to the desk on which the computer is placed and to the walls surrounding your work corner. Opt for non-glossy furniture and paints since the combination of these two elements can cause refraction effects.

How to arrange lighting devices

- The light source must be warm, never cold, and must not exceed a colour temperature of 3,000 K.
- Opt for energy saving bulbs so your bills won't go through the roof.
- Do not place the desktop workstations under a direct light source - be it a window in the ceiling, lamps or spotlights placed directly above or overhead and be sure not to place them centrally in the room.
- Move the computer away from you about 50-70 cm and adjust the brightness of the monitor so that it does not strain your eyes.

How to arrange shelves to store documents

- The first advice is to sort the documents into groups and subgroups. For example: office bills (group), water, gas, electricity (subgroup). This way finding the "key" folder and subfolders will be much easier.
- To store your suppliers' invoices, use a single large folder. If you have one with rings then you can appoint each transparent sheet with a different supplier. If you have simple folders, use paper folders and paperclips to group them.
- Use different coloured folders and give each one a connotation, so it will be easier and faster to distinguish the content. For example: the folder with the documents to bring to the accountant blue, your projects orange, invoices red and so on.