Tips for a Clean and Healthy Home Office

Tips to help you stay productive and healthy while working from home.

1. Start with a clean slate. Take everything off your desk. Only put back what you need, so you don't end up completely buried in clutter.

2. Keep it clean. Wipe down all the items, such as your keyboard and mouse, to minimize the spread of germs and dust. Be sure to clean these surfaces regularly.

3. Eliminate clutter. Sort through paper clutter and get rid of what you don't need. Keep a wastepaper basket close by, and maybe a paper shredder. Paper clutter has a way of accumulating.

4. Keep what you need within easy reach. Think about what you use while working and make sure those things are within easy reach. Having what you need close by will save you time. If there's room on your desk, add a small bookshelf or file tray. Add a bulletin board above your desk if possible.

A clean, uncluttered home office is your key to staying focused and being more productive!

Read time: 1 minute