

The new hire guide to setting up a home office

Successfully working from home is something of an art form, and if you've never done it before, it can be a little daunting. So we've put together 6 tips for setting up a great home office for you to share with your new hires!



What's in a space?

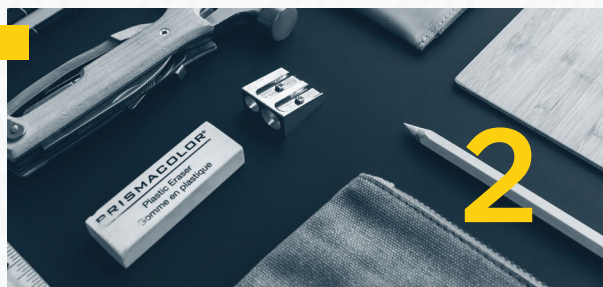
When creating a productive environment, ritual is key. So choose a space that will always be available to you, and stick to it. That doesn't mean you can't work out on the balcony when the sun's out - but ensure you return to your chosen spot.

Try and choose a space that is quiet and relaxing.

Prep for perfection

Make a list of everything you usually have access to at the office: pens, paper, a stapler, etc. Now go buy your own set, so you don't run into frustrations down the track.

Try this [home office checklist](#) to get you started.



Lights, camera, ACTION!

You need to think about the best set-up achievable for your video calls. There are three things to consider:

- 1. Natural light.** Be sure you're set-up somewhere where natural light is hitting you front on, not from behind.
- 2. Sound quality.** Use headphones with a built-in mic, and try to keep background noise to a minimum.
- 3. Camera placement.** Set your camera to frame the center of your face (not your chin) and be aware of what's behind you!

Play by the rules

Setting some basic rules will help bring normality and structure to your home office. Here are a few we like:

- Schedule coffee breaks away from your computer
- Commit to a basic '[dress-code](#)'
- Always turn on your camera during calls
- Leave your home office for personal calls



What does your body say?

In the office, we often have the luxury of ergonomic desks and chairs. If you can afford to invest in these for your home office - go for it. But if not, listen to your body. Grab a yoga mat and do some regular stretching, take a walk around the block every couple of hours, or try using a [posture app](#) to avoid that hunchback look!

Make it yours

To make your home office feel extra special, try a little decorating.

Whether it's a french bunch of flowers, a drawing from one of your children or your collection of collectible spiderman figurines, make it yours with personal touches.

