



## YOUR WORKSPACE AND YOUR HEALTH

BY: DANIELLE OLIPRA

You spend a lot of time in your workspace, but have you thought about using your workspace to give you the best foundation to do your job? You could be setting yourself up for better success and preserving your health with organization, ergonomics, and a clean environment. Decluttering spaces may enhance wellbeing and reduce anxious feelings. Keep reading about how to best prepare your workspace and spend some time organizing to give yourself the advantage of an efficient workspace.

### ORGANIZE YOUR WORKSPACE

Keeping things organized impacts your productivity. Think about how much time is wasted when you can't find something you need! Schedule a little time in your week to make your space the most efficient with these tips:

- › Do a paper purge — keep things you reference frequently, but do a mass recycle and re-think what you print to prevent extra paper piles.
- › Use labels for organizing and locating supplies.
- › Utilize wall space for calendars and lists — keep big projects and top goals highly visible!
- › Color-code materials for different projects.
- › Give all objects a “home” or assigned space to avoid scattered clutter throughout the space.

- › Schedule weekly breaks to clean and organize any messes that begin to pile up.

Try a new organization method if you feel like you are always looking for something. A neat and organized workspace can even help you focus on the task at hand, impacting your productivity and positively influencing your mental health.

### ERGONOMICS FOR YOUR WORKSPACE

Ergonomics studies how to stay healthy while performing a job and if you have a home workspace, you can ensure you have the best setup for your health. Investing in the right equipment like a supportive office chair and standing options for your desk can reduce your risk of developing MSDs. Set reminders for yourself to get up, move and stretch

throughout the day. If you have a more active job you need to take stretch breaks, too, and following all safety recommendations and using equipment correctly are essential for preserving your health while you work.

### **CLEAN AND DISINFECT YOUR WORKSPACE**

Medcor's Guiding Health Principles include Handle Your Hygiene because frequent handwashing kills germs and helps reduce your chances of contracting an illness. Think about this hygiene principle for the high-touch surfaces in your workspace. Your keyboard, phone, headset, and mouse should be cleaned regularly with disinfecting wipes or spray. Wipe down your monitors and other equipment regularly to keep dust from accumulating and maintain the air quality.

### **PERK UP YOUR WORKSPACE**

Let in as much natural light to your workspace as you can. Use low-maintenance plants to improve air quality in the room and add a cozy element to the space. Make sure you have a supply of water to drink and can get a refill within arm's reach so you stay hydrated all day. Consider playing soft background sounds or calm music to create a soothing environment. Don't underestimate the advantage a great workspace gives you -- organize, clean and disinfect your workspace at least once a week to stay healthy while you work.