DESK & WORKSPACE AUDIT

think productive
WORKSHOPS THAT WORK

GET YOUR WEAPON-SAVVY NINJA ON!

4 easy steps to review your at home or in the office desk & workspace to boost productivity & wellbeing

1 ENVIRONMENT

- How does my workspace feel? Does it feel good to me, can I focus?
- Do I have any natural light? Do I have good lighting generally?
- What else do I notice about my workspace? Does it inspire or drain me?
- If/when I'm working from home, can I separate my workspace from my home space?
- If I don't have a permanent workspace @ home, is it easy to set up and pack away at 'home-home' time?

2 DESK, MONITOR & CHAIR

- Desk – Is my desk/table at the right height? Enough space? Do I need a footstool? (tip: Stand up desks are amazing for focus and productivity)
- Computer & Monitor - Is my screen big enough? At the right height? Bright enough/not too bright? Do I need a second screen?
- Chair – supports good posture, comfortable for long meetings?
- Clutter - Do I have stuff all over my desk? How does this affect my productivity? Does it need a freshen up? (tip: check the Weekly Review)

3 OTHER EQUIPMENT

- Good internet? For everyone in the household to do what they need?
- Keyboard, mouse, headset – all ok?
- Monitor stand, printer, surge protector, cables, all good?
- My physical files/notes - Do I have enough storage? Does it need a clean out?
- Anything else?

4 NOW SET UP TIME TO FIX IT!

- Set some time aside in my diary to de-clutter and reset my workspace (~30-60 mins)...then DO IT!
- Do I need help? Who can support me?
- If I'm back in the office (even part-time), what do I need to review here? Apply the same approach wherever my 'office' is...

Need more help?

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