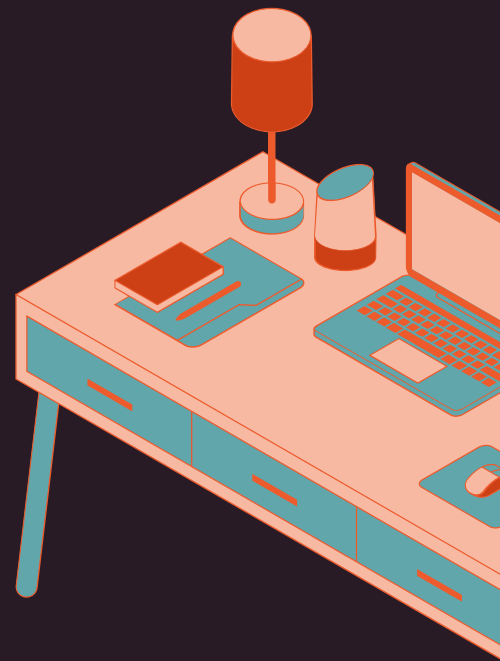


Tips for a Cozy, Productive Workspace



Company ABC



1 Lighting

Adding a small lamp to your office can add warmth to your workspace.

Layout

Make sure monitors are at eye level and you have an appropriate amount of desk workspace.



3 Cozy Chair

Find a desk chair that is comfortable and feels cozy to sit in during the workday. Make sure your feet touch the ground.

Decor

Decorate with inspirational quotes or pictures. Hang calendars with timelines and project dates.



5 Organize

Remove clutter by storing items or organizing your paper system.