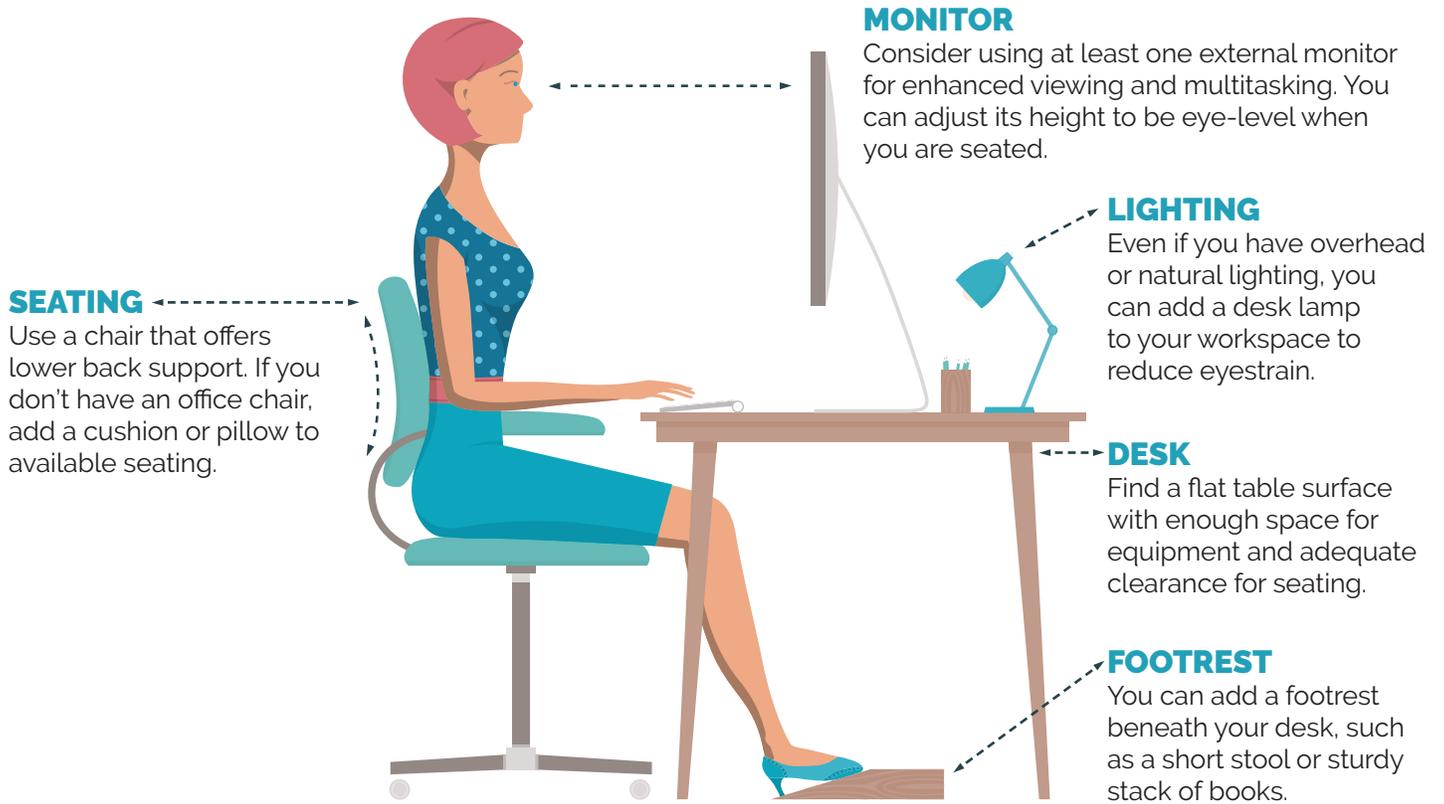


# SETTING UP YOUR WORK FROM HOME SPACE

Now that you can work from home, you can focus on setting up a workspace that maximizes your productivity at home. Just like you would at your workplace, you can organize a work area that is comfortable and helps you focus. Use this diagram to guide your setup.



## PEN, PAD, AND SUPPLIES

Keep paper at hand and writing utensils to jot down notes.

## CONFERENCING ACCESSORIES

If you need to make phone or video calls, consider keeping a mic-enabled headset and a dedicated webcam nearby for reliable communication.

