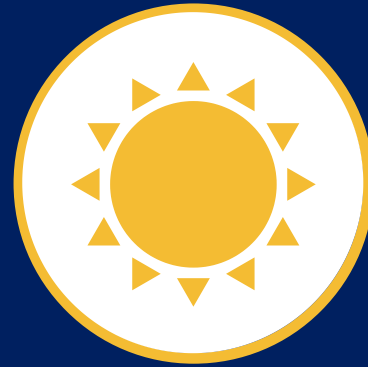


Creating a Positive Working Environment



De-Clutter

De-clutter your working environment to help de-clutter your mind. Set some time at the end of the day to tidy up both your office and your computer. Don't keep hold of old bits of paper and documents - bin them or file them! Then, in the morning, you will have a clear workspace to start your day positively and efficiently.



Light

Bright, natural light improves worker satisfaction and productivity. Having a workspace with windows is ideal; if this is not possible, it's worth investing in suitable lighting. Bright lights can help keep you alert and benefit your daily cycle, meaning a better night's sleep. Extra tip: If you are taking video calls, try and face a window. Your face will show clearer and video quality will be increased.

Personalise



While we encourage you to de-clutter, there's no harm in adding some colour and positivity to your workspace. Stick up some motivational quotes, put a picture of your family and/or friends by your desk or get some colourful stationery. A bright and personal working environment can make you and your customers feel more positive and motivated.

Plants



At Clear Vision we have added a variety of plants to the office. As well as looking smart, studies show that plants reduce stress and increase productivity and creativity, as well as creating cleaner air space. Succulents and cacti are a good option as they can be inexpensive and low maintenance.