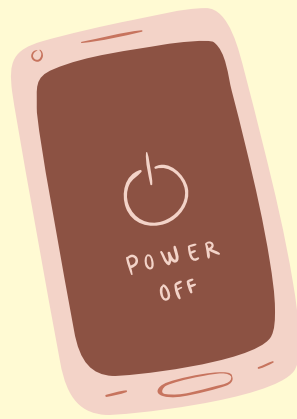


Have a window nearby
for sunlight and fresh
air



Put your phone on Do
Not Disturb or turn
it off



Plants boost
productivity, help
with breathing and
are pretty!



Make a To-Do list
so you know what
you have to work on

PRODUCTIVE, HEALTHY WORKSPACE



Make yourself
a drink or
snack



Put decorations
to make it unique



Listen to a music or
podcast



Clean your
workspace
regularly