

Refresh your Work-space

Use this checklist to address 5 important areas that affect you and your team.

1. Paper

- Documents are regularly scanned and saved
 - All team members have access to scanned documents on a shared drive
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2. Computers and Software

- Unsubscribe and take back your inbox
 - Software updates to:
 - Antivirus & Malware*
 - Email*
 - Accounting*
 - Database Management*
 - Move 2018 emails and files into a general 2018 archive
 - Create a 2019 email folder to start the year off fresh
 - Check the brightness of your screen and adjust as necessary
 - Clean & disinfect computer screens, keyboards, mouse/mouse pads
 - Adjust the auto-font size to avoid eye strain
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3. Physical Space

- Desk and computer keyboard and screen are the right height
- Consider a stand up desk
- Do you need new office chairs?
- When was the last time your office was painted?
- Are there plants in your office?
- Diffusers? Air fresheners?

Refresh your Work-space

You are your environment. Your team is affected by your work-space and conditions.

4. Light and noise

- Natural light is available
 - Desk lamps
 - Turn off all notification sounds on electronic devices
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5. Layout and office flow

- Is your space adequate for your needs?
 - What changes can you make to improve workflow? Move printers?
Move supplies?
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Miscellaneous

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Happy refreshing! We'd love to hear your success stories ... you're invited to join the conversation:
wbdc.info/refresh

We are here to help!