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| 5 Ways to Transform Your WFH Space |

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| **Working from home in your new place?** |
| With the rise of remote work, many of us have found ourselves working from home or with a flexible WFH option. Today, we want to share some tips to help you make the most of your workspace! |

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| Man typing at a at desk |

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| **Designate a dedicated workspace** |
| Designate a dedicated workspace. Setup a designated area in your new apartment solely for work purposes. This does not need to be its own room, but dedicate a boundary between your professional and personal life. |

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| **Manage your time** |
| Establish a daily routine and stick with it. Set specific working hours, take regular breaks, and define a clear end to your workday. This will help you avoid burnout and maintain a balance. |

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| Woman with feet up on desk relaxing |

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| Woman with headphones working at desk |

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| **Minimize distractions** |
| Identify potential distractions in your home and take proactive steps to minimize them. This may include silencing devices, setting boundaries with family members, or using headphones when in meetings. |

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| **Stay professional** |
| Even though you’re at home, maintain a professional demeanor for virtual meetings. Dress appropriately and create a presentable background. |

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| Woman waving during a video call |

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| Woman working on her flexibility |

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| **Embrace flexibility** |
| One of the great advantages of working from home is the flexibility it offers. With the approval from your supervisor, embrace this by adjusting your schedule to suit your peak productivity hours and personal needs. |

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