

# HIGHWAY TO HEALTH

## Create your Space

### 4 boundaries to separate your workspace from your home space.



**BOUNDARY #1: Dedicate a defined space solely to work.** Everything inside it is dedicated to your work – phones, faxes, computer, and other equipment. If you set these guidelines, you will not take personal calls in your office, you won't be playing computer games, and you won't have a bed either.

**BOUNDARY #2: Your office hours are from 9 to 5.** Outside of those hours, you do not need to go back in to check emails or phone calls. *This is the toughest boundary to keep.* Once clients know you won't pick up your phone or answer their email immediately outside of work hours, they will wait until they know you are there.



**BOUNDARY #3: Make sure your office has a door.** Explain to your friends and family that during work hours, when your door is closed, you are working. If a friend or family member wants something from you during work hours, ask them that coffee break (mid morning or mid afternoon) or lunch break is a better time. Like your clients, they will soon respect your need to work during certain hours.

**BOUNDARY #4: Minimize distractions but keep it comfortable.** Choose a room where you won't be distracted with a view of the entire neighbourhood and won't hear sounds from everywhere. However, you want to make it comfortable enough so you *want* to be there when you have to be! There should be excellent lighting, a dehumidifier if it gets damp, and enough ventilation during the hotter days. Poor climate control in your home office is one more reason to get up and move to another room, breaking boundary #1.



Source:

Cook, D. (2013). 5 tips for setting up boundaries between your home office and home life. Retrieved from <http://theselfemployed.com/>