

## Where to integrate your workstation?

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New paperless office technology &ndash; such as laptops, personal digital assistants (PDA) and mobile phone &ndash; means that you can work anywhere you want, in theory; in bed, living room or in a local café. In practice, however, it is essential to design a workspace that suits your job needs, because you will need it for any kind of serious endeavor.

Search within your home for areas that are currently under-used, such as a spare room. All you have to do is stake a claim and fit it out accordingly.

If space is not easily found, you may be forced to set up a workspace within a bedroom, living area or the kitchen. It will be disruptive and counter-productive most of the time but you will get the peace and quiet you need during working hours if the rest of the household is at work or school. Your workstation can be placed in the space with little visual distinction, or you can maintain a proper separation of home life and work life by opting for a built-in arrangement or by constructing some form of light partitions.

Hallways, landing or understairs spaces present highly practical options for siting a workspace, but you must be aware to the distractions of people passing. These spaces can also be useful as storage areas for files, office supplies and working libraries. Wherever you choose a space in your home make sure that it is ergonomic and efficient.