

Easy Tricks for Creating A Home Workspace

BY JENNAFER MASELLI

The home office has become a necessity now more than ever. A personal office isn't always an option for every household, but there are still plenty of ways to create a productive and functional workspace. These suggestions and techniques will work great whether you have a home office all to yourself or just a corner of the house to work in!

Modify an existing space! Don't have an extra room to dedicate to as an office? No worries! You can still make a well-organized workspace just by using what is already present in your home. That extra guest bedroom or even your own is the perfect spot to add in a desk. If space is already tight there, then look for any "tricky" corners in your home. If you've ever looked at it and thought, "Now what am I going to put there?" then it's the perfect spot to add an office nook. When all else fails, a corner of the living room is always a viable option. Set up your desk off to the side on the edge of the room or in one corner. If the location is organized and put together properly, then just about anywhere can become a workspace.

Use what you have! Not everyone has an extra desk just laying around, but that doesn't mean you can't still have your own office space. Small bookshelves, filing cabinets or end tables work well to make your own desk. If those aren't big enough to actually sit at then add a flat surface like plywood or an old door over the top of them for a quick, homemade desk that is just the size you need. Sometimes even built-in shelves at just the right height work as a desk space. Don't let fancy furniture be the thing that stops you from having a productive work area!

Use your wall space! Walls provide valuable real estate for storage and organization. And the even better news is that there are plenty of options for using the walls around your workspace, so chances are one will work for your home and personal style. Installing open shelves adds storage where you can see and find things easily and won't make a space feel cramped. If you're not looking to add that much of a project to the to-do list, then hanging folders or even just some string and clothespins or paperclips help keep papers organized and visible.



Cork boards and whiteboard are a great use of wall space and perfect for lists, deadlines and pinning up urgent projects. Take full advantage of the walls to add in more "space" to your office spot without a whole renovation and reconfiguration.

Find everything a home! When putting your home office or workspace together, or just reorganizing the one that you already have, don't just throw things on the desk and call it done. Find a specific spot for everything to go. It might take a little extra time, but it will be well worth it. Adding in some clear storage bins, an extra shelving unit, or even some matching baskets help organize your things and optimize the space. Knowing where things are and being able to find them easily helps you work more efficiently. It also helps keep the space tidy and clean, which is especially important if you're using a corner or other tight space for your "office."

Make yourself "In" and "Out" boxes! Okay, they don't really have to be boxes, they could be folders or even just a spot on a shelf. And you can call them anything you'd like: "To Do" and "Done." The important part is that you have a place to gather the things that you know you need to do and get to them quickly. Just as important, you also have a space to put things you have completed without having to take the time to file them all away. Chances are you won't feel inclined to put everything away the minute you finish it; you'll want to just move on to the next task. So make a "done" or "out" box to store everything until you have a few extra minutes at the end of the day to put it all in their more permanent homes.

#WriteToAppreciate

BY JENNA CAPUTO

As a member of the Civil Air Patrol, the United States Air Force Auxiliary, Shenendehowa High School junior, Sahil Swali, was selected to go to Australia this summer as part of the Australia International Air Cadet Exchange. Unfortunately, the exchange was canceled due to the pandemic, but Sahil decided to turn his disappointment into a message of gratitude and caring.

He wanted to send some cheer to the senior citizens isolated in their communities as well as the frontline healthcare workers, so he started with a Facebook post urging others to join him in writing their own letters of gratitude and uploading photos and messages of cheer in his #WriteToAppreciate campaign. Since then, he has received hundreds of letters that he has sent on to nursing homes and patient care centers all over the Capital District, as well as in over 60 facilities in 12 states. He has also partnered with HCA Healthcare, one of the largest Healthcare System in the US with over 185 hospitals and 2000 facilities in 21 states.

He continues to reach out to new facilities to partner with while still getting the message out there for more people to contribute. All ages are encouraged to participate. Not sure what to send? Visit the website at writetoappreciate.wordpress.com for examples and ideas of things to write about or draw, then upload your contribution.

Work for or know a facility that would like to participate? Reach out to Sahil through the website for more information.