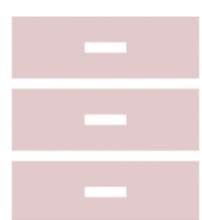


4.

## A SPACE TO WRITE & STORAGE



Apart from having a space large enough to write on comfortably, your work area and desk should make working from home efficient. This basically means having a desk with a surface area large enough to house your laptop, writing pad and phone with the ability to have printers and files at arm's length or nearby. If possible, you should look for a desk that has shelving and storage incorporated into it. Other solutions include modular types of furniture that allow you to add pieces as your space permits or the need arises.

At Meubles we have a great range of desks to choose from in a range of colours and prices. These include desks that are made from solid wood with leather writing areas and heat and scratch resistant desks. Our sales advisors will be able to guide you through the choices.

Apart from the desk, you should also be mindful of the need for storage. This could be simply to house files, books or printers etc. We have an extensive selection of storage solutions that can be purchased individually.

If having a built in work area is more to your liking then our Komandor range of home office furniture could be right for you. Our solutions are many fold including integrated and stand alone pieces. We also offer them in a variety of finishes and styles, ensuring you get the home office solution for your needs.

So don't despair, you can work in a clutter free environment at home!

5.

## THE BUDGET



As more and more people choose to work from home, the range of home office solutions has increased. At Meubles we can offer you stand alone pieces along with fully fitted home office solutions. To this end, you can easily set up a stylish and practical home office that integrates into the rest of your home inexpensively, if that is your priority.

Initially you will need a desk, chair and some sort of storage facility. Many of the desks we sell are fitted with filing cabinets. They generally have drawers to accommodate items such as staplers, pens and writing materials with a larger drawer for suspended files.

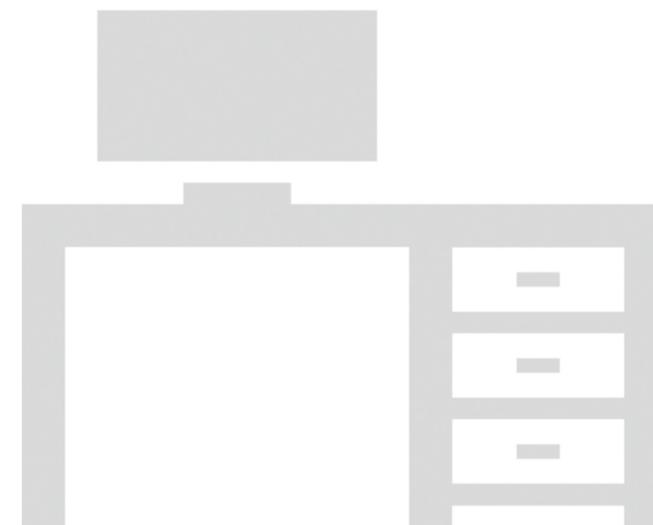
If money is tight, we strongly recommend that you don't scrimp on your office chair. The wrong chair can lead to serious issues such as neck, wrist and back pain. Choose a chair that has a height adjustable seat and backrest with arm and head support. If leather is beyond your budget, choose a fabric option.

At the end of the day, your home office should be considered an investment in your future and overall wellbeing!



# MEUBLES<sup>®</sup>

HOME OF INSPIRATION



## GUIDE TO BUYING HOME OFFICE FURNITURE

# MEUBLES GUIDE TO THE PERFECT HOME OFFICE



Working from home is increasingly a practical solution for many people. For some it offers the opportunity to break a long commute, whilst for others it provides the perfect working environment for their own business. At Meubles, we have a great range of furniture perfect for your home office. Our solutions include stand alone office pieces like desks, filing cabinets and bookcases or customised Komandor home office fitted furniture. Our Komandor sales advisor will be more than happy to discuss this home office solution with you.

## OUR 5 TOP TIPS YOU SHOULD CONSIDER

1. The location of your home office
2. The layout and style required
3. Ensure you are able to sit comfortably
4. The writing area and storage
5. Your budget

The location of your home office not alone has practical issues such as light and heat, it also needs to function properly for you to work effectively whilst at home.

If you're fortunate enough to have a room that you can use solely as your home office then the array of choices in terms of office furniture is vast. If you're not so lucky, don't despair! A spare bedroom, the space at the top or bottom of the stairs or corner of the kitchen can all be made to work just as well. All you need is a little ingenuity and patience to make it work for you and the whole family.

## 1. IDENTIFYING THE LOCATION

At Meubles we advise that if you plan to spend a lot of time at your home office then it's best to use the area that provides the most space but won't interrupt the flow of your daily household life. It should provide you with as much natural light as possible, have a heat source or be close to one and have the ability to almost disappear when not in use. It should also be close to electrical points. And a very practical point we always feel we need to emphasise is that working from home should work for the whole family; so you need to ensure that it doesn't look like a bomb site when you've finished work for the day!!!



Here at Meubles we have a broad range of desks, bookcases and storage cabinets to fit all spaces whether large or extremely small. We also carefully choose manufacturers that produce home office furniture that looks like furniture you'd love to have throughout your home. It is this type of furniture that can really ensure your home office not only functions appropriately but it vanishes into the overall look and flow of your home.

## 2. LAYOUT & STYLE



When planning your space, try and think about all the items you will need around you in order to work effectively. Apart from the desk, consider items such as a printer, fax machine, storage files, laptop and PC. If you have a printer or fax, consider whether they could be mounted onto a shelf to maximise your work space or neatly tucked away in a press to keep clutter to a minimum.

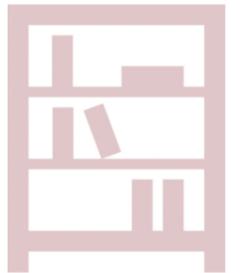
Also consider if you have all the relevant sockets available to you that you'll need to plug electrical equipment into. Having sockets at desk level can be really handy for people on the go as they will lessen the time you will need rummaging under a desk looking for the socket!

Lighting and heat are also important to get right. Even with great natural light, you'll still need additional lighting for darker hours of the day. If the overhead lighting source isn't enough, use a few table lamps.



The style of your home office should fit seamlessly in with the other rooms of your home. At Meubles we believe a home office need not be an eye-sore in the corner of a room or under the stairs. To this end, we have sourced beautiful ranges of home office furniture that would not look out of place in any room of the home. These include painted, solid wood and rustic ranges.

If you would prefer to install a customised, fully fitted home office our Komandor sales advisors would be delighted to talk to you. They will talk through your requirements to ensure that your home office is built with your exact needs in mind.



## 3. SITTING COMFORTABLY



Research has shown that many people are suffering the ill effects of sitting at a desk for long periods of time and on a chair that does not provide the right level of support and comfort. Ergonomics is an area that we at Meubles are familiar with. To this end we have an extensive range of office chairs that are height and back adjustable with head and arm support. They also come in a range of colours and prices so we're sure to have one that's suitable to your needs.

When setting up your home office you should ensure that the top of your computer screen should be at eye level or a little below. You should also position your keyboard so that your forearms are parallel to the floor and that your chair should allow your feet to rest firmly on the floor. Whilst it might seem obvious, many people get it wrong resulting in strained wrists and stiff backs.

Office work is generally very sedentary so it is important to build movement into your working day. Research has shown that lack of movement or limited movement during the day can lead to muscle aches and pains. So here's a few exercises from Meubles to improve your health and work productivity sitting at your desk:

Do a number of shoulder shrugs throughout the day. They are great to relieve tension in the neck and shoulders. To do them, all you need to do is raise your shoulders to your ears, hold for 5 seconds and then release. Repeat 3 times at intervals during your working day.

Start embracing the power of shoulder rolls. To do them you first of all need to relax your shoulders. Then lift your shoulders up and roll your shoulders backwards and down around and up again. Repeat 5 times. Then roll your shoulders in the opposite direction. Again repeat 5 times. Aim to do this 2-3 times during the day.

Wriggle your bottom on your seat at various times during the day. Research has shown that we tend to hold a lot of tension in our buttocks.

Ensure to change your posture frequently and move your feet often to minimise fatigue.