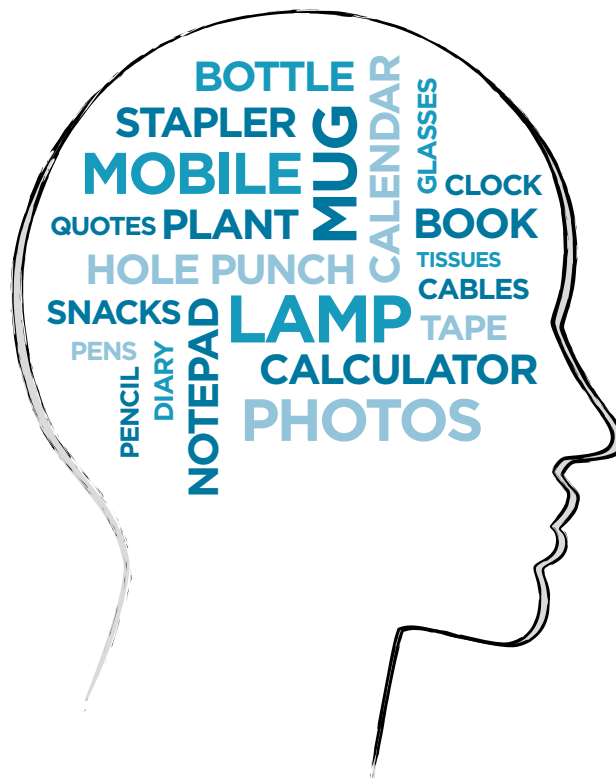


Tidy desk. Tidy mind.



What does your workspace say about you?

Name: _____

Department: _____

Date: _____

Relevant topics:

- Wellbeing
- Concentration skills
- Productivity
- Personal efficiency

Score: / 10

More challenges available at:
www.watchandgovideos.co.uk

Workspace Wellbeing

Introduction

The way you manage your workspace is important. Your mental wellbeing, performance and productivity are affected by your environment. Whether you are working from home, based in an office or hot-desking, the items that surround you impact your concentration levels and how you approach your work.

Instructions

There are two sections in this challenge. Look at your work area. In the first section, tick those items you can see on your desk and then answer the two questions: How many do you have? How many do you think you should have? In the second section determine whether the statement is true or false.

Section 1. Which of these items are on your desk right now?			
Diary	<input type="checkbox"/>	Notebook	<input type="checkbox"/>
Chocolate Bar	<input type="checkbox"/>	Laptop	<input type="checkbox"/>
Water Bottle	<input type="checkbox"/>	Clock	<input type="checkbox"/>
Sticky Notes	<input type="checkbox"/>	Telephone	<input type="checkbox"/>
Glasses Case	<input type="checkbox"/>	Tissues	<input type="checkbox"/>
Mobile Phone	<input type="checkbox"/>	Photo Frame	<input type="checkbox"/>
Pencil Pot	<input type="checkbox"/>	Sticky Tape	<input type="checkbox"/>
To-Do List	<input type="checkbox"/>	Paper Clips	<input type="checkbox"/>
Stapler	<input type="checkbox"/>	Monitor	<input type="checkbox"/>
Other	<input type="checkbox"/>	Other	<input type="checkbox"/>

How many of the these do you have on your desk?

What do you think is the optimum number of items to have on your desk?

Section 2. True or False?		
Having personal items e.g. photographs on your desk makes you more motivated.	<input type="checkbox"/>	<input type="checkbox"/>
Natural light is better than desk lamps.	<input type="checkbox"/>	<input type="checkbox"/>
It's distracting to have your personal mobile phone on your desk.	<input type="checkbox"/>	<input type="checkbox"/>
Always have everything out within easy reach.	<input type="checkbox"/>	<input type="checkbox"/>
Sticky notes, notepads and jotter plans are all necessary to be organised.	<input type="checkbox"/>	<input type="checkbox"/>
Have snacks stored on your desk.	<input type="checkbox"/>	<input type="checkbox"/>
Clear your desk at the end of the day.	<input type="checkbox"/>	<input type="checkbox"/>
Keep a bin handy to dispose of unwanted items.	<input type="checkbox"/>	<input type="checkbox"/>
Your in-tray is a practical storage device.	<input type="checkbox"/>	<input type="checkbox"/>
Plants help you to feel closer to nature and improve your mental wellbeing.	<input type="checkbox"/>	<input type="checkbox"/>

Save as a PDF before reviewing the answers
(or you will lose your responses)

[Check your answers here](#)