

WORK AND HOME - EXPLANATION AND EXAMPLE

When your home still feels like your office

If your dining table is also your workspace, work can stay in view after the day ends. Try a small physical signal that the space is changing use.

Choose a change that fits your space

Use a basket, shelf or another suitable place you already have. You do not need a separate office or new equipment. Put work items somewhere safe and accessible for your next work period.

EXAMPLE - FROM WORKSPACE TO DINNER**What goes away?**

My laptop and work notes.

Where do they go?

In a basket beside the table.

What marks the change?

I clear one place and set out a dinner plate.

A cue, not an off switch

Work thoughts may still show up. This is simply a practical change to your surroundings. If work must remain available, choose one smaller area you can clear.

WORK AND HOME - YOUR TURN

Plan your small change

Choose one shared space. Use the example on page 1, then make a plan that fits your home and your responsibilities.

My shared space

Where do work and home activities overlap?

What goes away?

Which work items can I safely put away?

Where do they go?

Choose somewhere suitable that I already have.

What marks the change?

Choose one visible action for the next use of the space.

Type and save a copy, or print and write by hand. Short answers are enough.