

Creating Your Virtual Workspace

Study Guide

How to Use This Study Guide

The Study Guide for this course is designed to help you take notes as you're taking the online course "Creating Your Virtual Workspace". It is organized in sections that mirror the elements of the course, with plenty of room to make notes and capture your learning.

The use of the Study Guide is optional. Research shows that different people learn differently, and for many, the act of writing something down as you are learning helps to solidify the information in your brain. If you find the Study Guide helpful, use it. If not, feel free to omit it from your learning process.

Course Overview – Creating Your Virtual Workspace

In a virtual role, you will not have a desk waiting for you in an office space when you start. The responsibility lies with you to set up your own virtual workspace, most often at home. You will need to think about the right kind of environment that will support focus and productivity, as well as the practicalities of your virtual office setup. You will need to make sure that you have the right equipment and that you cultivate healthy habits and practices in your virtual workspace to support your wellbeing.

Learning Objectives – Creating Your Virtual Workspace

By the end of this course, you will understand the following:

- How to create the right environment for your virtual work and why this is important
- What makes the ideal virtual office setup and how to adapt this to your needs
- Healthy habits and practices that can support your wellbeing as a virtual worker

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The Right Environment

Supportive Soundscape

Free From Distractions

Well Lit

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Good Ventilation and Temperature Control

Orderly and Uncluttered

Personal Touches

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Journaling Activity - The Right Environment

Virtual Office Setup

Computer, Internet and Accessories

Desk and Chair

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Storage Solutions

Stationery and Office Consumables

Healthy Habits

Set Boundaries Around Time

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Take Appropriate Breaks

Fuel and Fluids

Journaling Activity - Healthy Habits

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Discussion Questions

Discussion questions are used by workgroups who are taking courses concurrently and want to engage in a conversation about the course content. The use of discussion questions is optional.

1. What is your work environment like at home? What's good about it and what can you improve?
2. Are you content with your virtual office equipment? If not, what needs to change?
3. What are the habits you have in place that support you to stay focused and productive?
4. After studying this lesson, what other habits or practices would you like to cultivate?