

Work Sheet - Best Work Environment

Step 1 – Identifying Your Current Situation

Use the table below to identify 5 problems in your current work environment.
They can be problems that damage your health or decrease your productivity.

And then under Outcome, what each problem resulted to.

Are you having a very bad backache or headache?

Are these problems totally decreasing your productivity?

And do NOT forget to actually take action to solve these problems!

Problem	Outcome
1	
2	
3	
4	
5	

Step 2 – Getting All The Problems Fixed

Once you have identified what is wrong with your work environment, and once you are totally aware of all the problems around you, it is time to get them all fixed.

In this second step use the table below to write down exact solutions.

Are you going to throw out your old bad quality chair?

And instead will buy a new ergonomic one instead so that your back gets more support?

Stick to these solutions and use them to actually take action!

Solutions
1
2
3
4
5

Step 3 – Add Some Fun To Your Work Environment

This last step is all about Creativity, Fun and Weirdness.

Now, when all of your work environment problems have been fixed,
It is time to add some fun.

They can be some very creative office accessories.

Or it can even be totally fun coloured wallpapers that you will use.

Do whatever way you want in order to add some more fun and weirdness.

Use the table below to write down exact actions you will take to do that.

Stick to them and actually get them done!

Fun and Weirdness	
1	
2	
3	
4	
5	

Good Luck!