

Making Your Cubicle a Great Place to Work

While you can't make your cubicle bigger or more private, you can still make it a great place to work. Get started with these steps:

Step 1: Dress it up

You spend up to eight hours a day in your cubicle, maybe even more. Create a space that makes you smile. Try putting up photos, kids' drawings or a vibrant calendar.

Step 2: Make it work

A workspace that works for you will make you more productive and less stressed:

- Take ergonomics (the science of healthy equipment and workspaces) seriously. Repetitive stress injuries can be disabling. Take advantage of your organization's trainings and ask for what you need to work comfortably.
- Organize your space. For example, post key timelines, project plans and phone lists on your cubicle walls.
- Make your own peace. One downside of cubicles is that noise around you can make it hard to focus. If this is an issue for you, talk with your manager about using ear plugs or headphones while you work.

Remember to mind your manners – your neighbors deserve a pleasant work environment, too.

- Don't speak more loudly than you need to and don't use speakerphone.
- Set your cell phone to ring quietly or vibrate (or turn it off at work).

- Know that strong perfume or cologne, or even strong-smelling food, can irritate others. Even worse, strong smells can trigger a range of allergic reactions – from asthma attacks to migraines.
- Whether you're chatting about work or weekend plans, think about moving to a meeting room or breakroom. And remember, you don't really have any privacy in a cubicle.

Step 3: Take a break

Taking breaks – resting your eyes and stretching your muscles – is part of any good ergonomic plan. But the benefits to your mood are just as important. Fresh air and sunshine can energize you, so get outside for a break if you can. Even better, fit physical activity into your lunch break as often as you can. When you are under a lot of stress at work, exercise can be a big help. Your EAP includes a number of online resources – such as a fitness program, articles on exercise and fitness tools – and personalized coaching to help you get started.

Need help?

**Call toll-free, 24 hours a day,
seven days a week:**

1-866-EAP-4SOC | 1-866-327-4762

TTY users should call 1-800-327-0801.

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