

GUIDE TO CONVERTING YOUR
WORKSPACE INTO A

PRO HOME OFFICE



• Space • Well-being • Sustainability

02

/ Creation of a PRO Home Office space

Working from home has numerous upsides. These include choosing how and when to work, an improved work-life balance and reduced business and commuting costs. Nevertheless, in order for this new way of working to be productive and, above all, comfortable, **it is of the utmost importance to carefully plan out what your Home Office,** the professional space in your home, will look like.

Firstly, the right location must be chosen.

Regardless of how long you will be working for, it's a good idea for the space you choose to be away from televisions and areas of transit, to prevent you from becoming distracted and interrupted.

/ ORDERLINESS

Orderliness is a key factor in getting rid of distractions, enabling you to focus on the work at hand. To round off the functionality of the space, a storage unit with drawers is recommended to prevent having things lying around that clutter up the room.



/ INTERIOR DESIGN / LIGHT

The interior design delves deeper into the strategy to make working at home as efficient, productive and comfortable as possible. Paying attention to materials, textures and colour tones opens up a range of possibilities to create the kind of workplace you want. By bringing all the different elements together, you can transmit different things such as energy, seriousness or a feeling of harmony, for example.

Light also plays a significant role in space management. On the one hand, windows are a source of natural light, which, during daylight hours, contribute to ensuring you have an open working environment that is highly conducive to concentration. On the other hand, white artificial light is a suitable lighting source when there is no adequate source of natural light available, as opposed to yellow artificial light, which is used to create environments that lend themselves to relaxation and disconnection.



/ RELAXATION CORNER

You may want to make a space for reading or a relaxation corner where you can switch-off. This is the so-called softseating area, creating a serene environment where we can give our brains a much-needed break, as it has been proven that people are much more productive and imaginative when they take breaks throughout their work day.

It is also imperative to use colour correctly, through shades with healthy properties that add that little bit of extra comfort. Shades such as green, blue and yellow foster well-being and creativity, while bright colours such as red or orange should be used sparingly, on specific elements that you want to make stand out.



Health is important and it's even more so in the home. When designing new home workspaces, using formaldehyde-free materials is a definite trend. Formaldehyde is a chemical compound that increases the risk of certain diseases. It's thus important to generate an environment with less formaldehyde in order to foster both productivity and well-being.



02 / Sustainable Space



The Home Office should seek to protect the planet as much as possible. For this reason, it is a good idea to incorporate materials that are recyclable, restrict the use of plastic and ensure that all the material used, whether paper, toner, etc., can be placed in the corresponding bins for their efficient disposal. Similarly, LED lights should be used to lower your electricity consumption and all equipment should be turned off when the Home Office is not in use in order to avoid wasting energy unnecessarily.

It has been proven that working remotely in unsuitable conditions can result in musculoskeletal injuries, visual and mental fatigue, a tingling sensation in the arms and legs as well as headaches and other ailments.

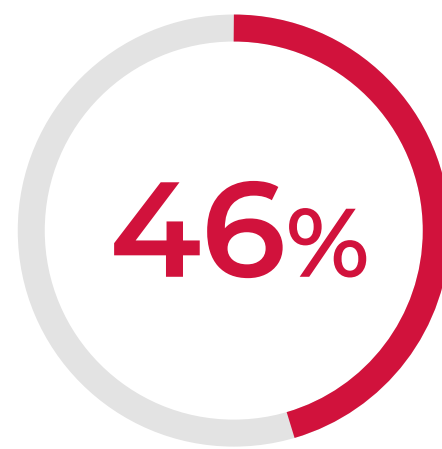
03 **M2** Office Interiors / Ergonomics

Musculoskeletal pain



Using unsuitable and makeshift furniture to equip home workstations causes musculoskeletal **problems** affecting the health of 6 out of 10 remote workers, according to the results obtained in a study conducted by Actiu that 400 professionals participated in with different profiles.

Makeshift workstation



In the survey, 46% of respondents stated that **their work station is makeshift and temporary, using some of the furniture they already had at home**, while 33% state that they have a small workspace with basic work furniture, whereas only 17% say that they have a permanent, comfortable and ergonomically-equipped space.

These results demonstrate the importance of using office chairs and desks that are suitable for each function, whether in the office or in our home office. A need that is of the utmost importance now that remote working is governed by the Royal Decree-Law on Remote Working, which implies that remote working is here to stay.

Working from a Home Office space involves spending as much time working, if not more, as in the office. During this time, the body may suffer, giving rise to muscle, bone and joint problems. In that regard, **ergonomics must be at the heart of all products used to furnish the Home Office.** Because the objective should be to feel as if you are in a professional environment by using furniture designed for professional use.

According to the Director of Innovation at the Biomechanics Institute of Valencia (IBV), Rosa Porcar, the Home Office is a workspace, whether used on a regular basis or from time to time, that must take into account occupational hazard requirements and the consequences thereof. This furniture directly affects worker health.

The chair should always be chosen from an **ergonomic** point of view. A design that adapts the configuration of the piece to the postural and physiological needs of the human body is a **guarantee of comfort.** Bearing in mind the number of hours spent working in a sitting position, choosing the right office chair is a decision that should not be taken lightly. Ergonomic furniture, as well as doing mobility exercises, can help to prevent pain arising from poor posture. The right chair and desk should be comfortable and allow the person to maintain good posture. The factors to be taken into account are the following:

Head upright.

Relaxed shoulders.

Straight spine.

Looking straight ahead.

Arms and legs forming a 90° angle. Hands in line with the arms.

Computer monitor in the centre of the line of sight.

Easily accessible reading material.

Suitable and moderate lighting.

Mobility and stretching exercises.

Feet firmly on the ground or footrest.

Movable chair base so that effort is made using the legs and not with the torso.

It must comply with the UNE-EN 1335 standard for task seating and the UNE-EN 527 standard for office desks.





To sum up, now more than ever well-being is the key to a productive work day even when you're not in your usual place of work, in an environment that you do not usually work in, where there are likely to be distractions that you wouldn't have in the office. Therefore, the need for quality furniture that ensures comfort becomes even more evident, regardless of whether you work full-time or part-time in your Home Office. Furnishing a remote working space with products designed and manufactured for high-performance workplaces allows you to set up a professional space at home while maintaining high levels of productivity and efficiency, in addition to caring for your health.

Management and Planning in a PRO Home Office

Having a fixed work schedule is a great way to stay focused while prioritising the fulfillment of tasks. Whereas, when it comes to a Home Office, keeping up this schedule could be disrupted by personal life getting in the way.

Although remote working allows workers to spread out their work hours throughout the course of the day, in line with their individual needs, ultimately it will always depend on the job and the objectives to be met.

Splitting up work hours into small chunks of time is a way of finding the work/life balance. One can plan their working day around whatever tasks need doing, as and when the worker will be most productive. This is also true for finishing off the working day, which must end at the time decided on beforehand.

Maintaining your attention span is vital, something that has become tougher in recent years as a result of new technologies and the infinite number of stimuli that can distract us from our daily lives. In this situation, it is advisable to group your tasks depending on the level of attention they require, focusing on the tasks that need the most attention when one is likely to be at his/her most productive. A good idea would also be to turn off email notifications or phones in order to prevent distractions when performing tasks that have no need for them. And last but not least, a harmonious space is extremely important to prevent external elements from causing distractions and interruptions.





Not making things up as you go along not only helps to save a lot of time, it also prevents frustration and regret. Therefore, some things may need to take precedence over others.

One of the best ways to manage your time is to classify things as either urgent or important. Both urgent and important things are unavoidable, so it becomes a question of finding the right balance to devote the biggest chunk of time to what is important and only the time necessary to the urgent matters. The following table shows how to distinguish between what is urgent and what is important:

	Urgent	Non-urgent
Important	Critical Submission deadline Serious issue	Planning Prevention Making lists
Unimportant	Telephone calls Interruptions Meetings	Banalities Certain calls Social networks “Passing the time”

The **first quadrant** has all the things that are deemed **urgent and important**, such as medical appointments, project submissions or unexpected repairs.

The **second quadrant** has important, but not urgent, activities that can be **prepared and planned ahead of time**, such as doing a presentation, planning a holiday or a routine medical check-up.

The **third quadrant** has urgent but **non-important**, activities, such as responding to WhatsApp messages, emails and phone calls you have been putting off. In general, anything that could be deemed a distraction.

The **fourth quadrant** has everything that is neither urgent nor important, for example, **things that have no value** which also require a significant amount of time, such as browsing social networks with no specific objective in mind.

• Nature • Mediterranean • Industrial • Nordic

All eyes are on the home, perhaps now more than ever before. Activities that had not been entertained until now have started being done and, in the process, we have seen how spaces have been reorganised.

One of the most visible consequences of this situation is the creation of workplaces in homes, the so-called Home Offices, places that adhere to standards of functionality, efficiency, productivity and comfort. It is no longer just about setting up a temporary workstation at the dining table. Homes require truly professional desks and chairs because the productivity and, in particular, the health and well-being of workers will depend on it.



Nature is our home

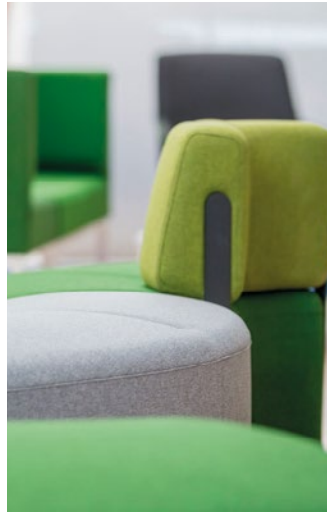
Concept

A home office inspired directly by nature. The nature-inspired style creates fresh and balanced spaces, with light at the heart of it, whose objective is to transmit the peace and harmony of the outdoors. Some of the products that best suit this style are the Cron office

chair, the Noom 50 meeting chair and the Bend soft seating range, an ideal complement to this style thanks to its rounded and organic designs.

Furthermore, following the line of natural tones, the Prisma table and the Cubic filing cabinet in cream will add the finishing touch to a nature-inspired workspace.

/ Nature



/ COLOUR

The colours that best represent nature are green and brown or shades of cream. To recreate a nature-inspired style, it is a good idea to go for an oak finish for the furniture combined with shades of green in the textiles. Both will make the user feel as if they were outdoors, in touch with nature.



/ MATERIALS

A nature-inspired style must always be supported by natural materials. Fabrics such as wool, cotton or linen are a safe bet for textiles, whereas wood is a good choice for furniture. Fabrics with natural fibres such as wicker or rattan can be used for decorative elements.

/ INTERIOR DESIGN

A nature-inspired home office should provide peace of mind to those who use the space. Using finishes of this type for decorative elements such as rugs will help generate that feeling of being in touch with nature. The different shades of green should be included through upholstery, lamps or any other decorative object. A key element in creating a nature-inspired space is to decorate the room with fresh vegetation that brings life into the home. Plants and flowers combined with glass vases, glasses or metal bowls will successfully transmit serenity and well-being. In the same way, including prints with plant motifs in the decoration will help the space to achieve its overall harmony.



/ Nature





MEDITERRANEAN

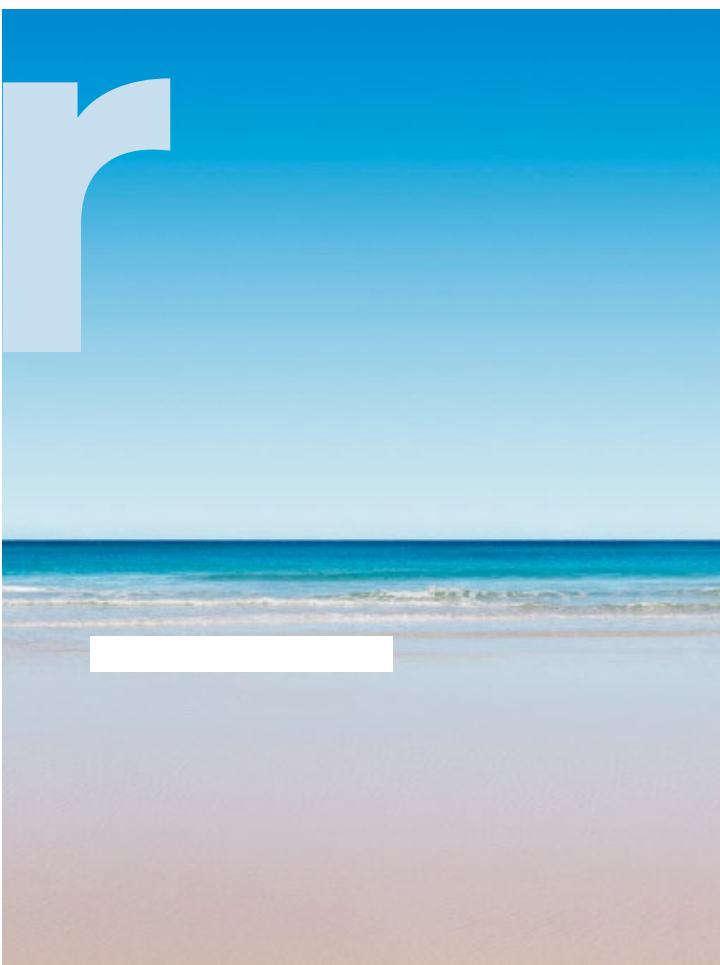
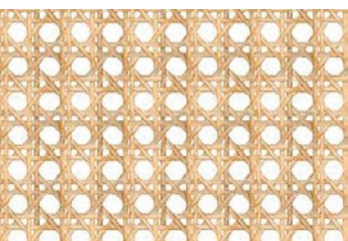
Enjoy the waves

Concept

Inspired by the culture of the countries of the Mediterranean basin, this style has light at the heart of it. This light evokes the warmth of the sun and the freshness of the sea that characterises these countries.

A Mediterranean-inspired room will have a spacious and bright atmosphere, ideal for relaxation and for making you feel like you are living outdoors. The Longo table and storage solution in white and with wooden legs are perfect for this type of home office. The Noom 30 chair will give you the essential touch to recreate the Mediterranean style.

/ Mediterranean



/ COLOUR

The blue of the sea in all its shades is the basis of any decorative style that seeks to evoke the Mediterranean. Together with the yellow that represents the sun, and earthy tones such as beige and ochre, they make up the characteristic colour palette of the Mediterranean style, which is supported by a white canvas reminiscent of the whitewashed façade of coastal towns. In contrast, dark floors add a touch of cosiness to this interior design style.

/ MATERIALS

The Mediterranean style uses materials with pure and fresh finishes such as wood or glass that provide brightness. These materials are combined with dark terracotta, tile or ceramic floors, traditional materials from the Mediterranean basin that help to achieve the unmistakable sensation of being right by the sea. The fabrics that prevail are closely linked to nature, either because they come from nature itself, such as linen, or because they seek to preserve it, such as the Felicity fabric made from recycled plastic, giving it a new lease of life and preventing it from ending up on the seabed.

/ INTERIOR DESIGN

For the decorative details, handcrafted elements made of clay, wicker or glass must not go amiss. Vegetation such as dried herbs and fresh flowers will help add texture to the spaces. Textiles and decorative elements in shades of blue are the key for a room to give off the warmth of the sun and the freshness of the Mediterranean.

/ Mediterranean



INDUSTRIAL

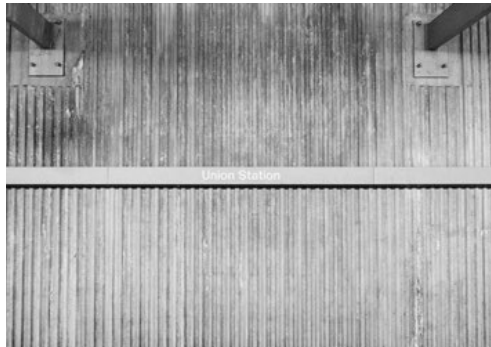
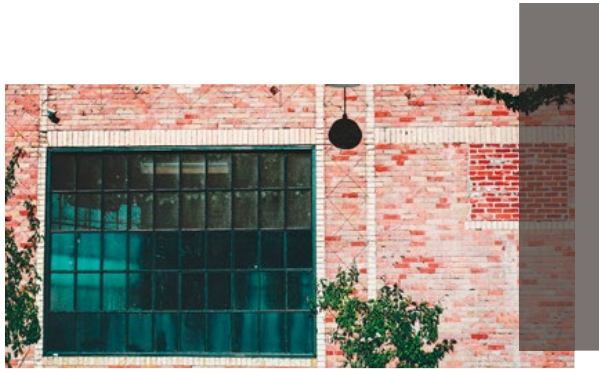
Lifestyle

Concept

The industrial style is characterised by elements associated with old factories, workshops, garages, etc. These objects go together with other current trends such as recycling and the use of vintage pieces. It is an eclectic and timeless style where metallic tones and black prevail. Options such as the

Talent 500 height-adjustable table, which improves the capacity for concentration and productivity, along with the avant-garde TNK Flex in shades of grey and black and a Buck metal filing cabinet, are the perfect choice for an industrial-style home office.

/ Industrial



/ COLOUR

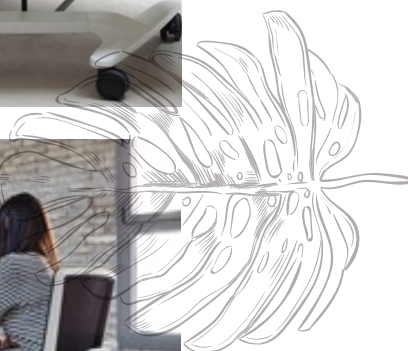
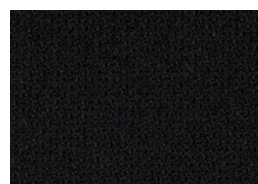
To pull off an industrial environment, black demands a prominent role as it is an ally of this style. Nevertheless, it must always be accompanied by shades of grey, white and beige, harking back to factory façades and walls. This range of lighter colours will ensure that the space looks more spacious and brighter, contrasting perfectly with the details in dark colours.

/ MATERIALS

It is hard to imagine an industrial style without iron or steel being used as the primary material. Other primary materials in these spaces are concrete, leather or untreated wood. In short, the materials normally used in the industrial constructions that have served as inspiration for this style.

/ INTERIOR DESIGN

In the industrial style, bare installations are all the rage, where pipes, steel beams, brick walls and even the wiring itself are exposed. Elements such as metal lamps, exposed light bulbs, cinema or photography studio lights result in spaces with a distinctive industrial personality.



/ Industrial





Concept

The concept of the Nordic style is "the simplicity of daily life". An interior design style that is committed to sophistication and harmony. The Nordic style seeks to create open spaces that give off a feeling of spaciousness. At the core of this style are functionality and the lack of elements that overdecorate the room, so

it goes well with practical and highly versatile pieces of furniture such as the Stay or Efit office chairs combined with the Colectiva table, or the Buck mobile filing cabinet that goes perfectly with this style thanks to its simple lines.

/ Nordic

/ COLOUR

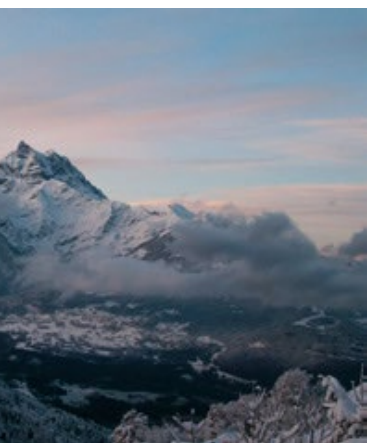
White is the quintessential colour used in the Nordic style. Its use on walls or furniture is the right choice for a room with a distinctive Nordic style. Combined with light shades such as grey and cream, they provide the necessary brightness to make up for the lack of light that is typical of the Nordic countries. Furthermore, these shades will help to create the spaciousness that Nordic interior design seeks.

/ MATERIALS

Wood is the most widely used material in Nordic-style interior design and decoration projects. Its ability to add warmth to spaces is one of its main advantages, which is why it is used on floors and in most furniture. Moreover, since white is the main colour in Nordic interior design spaces, the materials that go best with it are woods and finishes in pine, oak, beech or birch.

/ INTERIOR DESIGN

The core idea behind the Nordic style is that "less is more", so the interior design must be restrained. This bright and open-plan home office should have soft decorative elements such as light-coloured pile rugs or wooden coat racks. To stay in tune with the simplicity of everyday life, everyday household items can be used as decoration. For a touch of nature, eucalyptus bouquets are a sure-fire choice for projects such as this.



/ Nordic





www.m2.ie

sales@m2.ie

061 303 666

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COLLABORATORS.

Jana Fernández

Carla Juliá Pérez