



SETTING UP YOUR

# ROCKSTAR

*Workspace*

CARVE OUT A LITTLE SPACE FOR  
YOURSELF AND SET IT UP TO ROCK!

SLATE

[KIMGREEN.CO](http://KIMGREEN.CO)

# THINGS *to consider*

 <p><b>LOCATION</b></p>	 <p><b>LIGHTING</b></p>	 <p><b>COMPUTER</b></p>	 <p><b>SUPPLIES</b></p>
 <p><b>QUIET</b></p>	 <p><b>CHAIR</b></p>	 <p><b>COMFY</b></p>	 <p><b>DISTRACTIONS</b></p>
 <p><b>CLOCK</b></p>	 <p><b>PLANNER</b></p>	 <p><b>TOOLS</b></p>	 <p><b>RESOURCES</b></p>

Taking time to consider all the elements noted above will help you create a space that you will thrive in and set you up for high productivity workflow!

Let's look at each of these...

**LOCATION**

Take a look at your home and find a space that you can carve out just for yourself. This doesn't need to be a large space, just enough room for a desk in an area that will allow you to work comfortably. Of course, if you happen to have an extra room, use it! If not, just find a spot that's a little less traveled around your home!

**LIGHTING**

You'll want to have as much light in your workspace area as possible to cut down on eye strain. If your workspace is setup near a window, use the natural lighting if you can. That's always easiest on your eyes. If you don't have access to a window, you can easily light with overhead lighting and add a desk lamp for additional brightness if needed.

**COMPUTER**

You will obviously need a computer, but it does not matter whether you work from a desktop or a laptop. If you have a computer that you love, use that! I would strongly suggest, if you're working from a laptop, that you purchase a large monitor along with a wireless keyboard and mouse when you can. These three items will make your workdays so much easier!

**SUPPLIES**

A small assortment of office supplies will be a handy addition to your workspace. Nothing too fancy needed here. Just get a box of paperclips, a couple of highlighters, pens, pencils, file folders and a stapler. You can always add to this later when you get a feel for what you like to have on hand, but these will be the basic supplies to get the job done.

Let's look at each of these...

**QUIET**

Your work as you move through the Rockstar Data Analytics Program will require that you're able to focus, so working somewhere away from the hustle and bustle of your family will be helpful. You'll definitely need a quiet space to focus as you move into your new role as a Data Analyst, too, so why not go ahead and get ready for that now. Right? :)

**CHAIR**

Your desk chair can be pretty much anything that is comfortable for you. You'll just want to be sure of a couple of things here. It needs to be the right height for the desk or table that you're working on. It also needs to be one that you can scoot up under the desk/table close enough to comfortably use your keyboard while still supporting your back. Super important!

**COMFY**

Make this workspace a place that you LOVE to be in! Use your favorite colors to add little touches to your area. Let your personality shine here and let your space reflect your spirit. It's a great idea to add a little green plant (live or fake) to your area. This will give the space a feeling of life and keep it looking easy breezy!

**DISTRACTIONS**

Be sure to recognize any distractions that could get in the way of your work and minimize them as much as possible. If your workspace is near a TV, try not to have it on during your work time. Also try to plan several 15 minute blocks in your day for checking social media, responding to texts/phone calls, etc instead of stopping every time something pops your way.

Let's look at each of these...

**CLOCK**

When you work from home, it's so easy to get lost in your work and forget the time. Think about putting a physical clock on your desk or on a wall near your workspace. This will help remind you often where you are within your schedule. Be sure to block your work hours on your schedule, but also be sure to block your non-work hours for spending time with those you love.

**PLANNER**

If you don't have a great planner that you use already, it's time to get one! It doesn't matter if it's digital or paper, just get one and use it. Plan out your day each day and try to stick to it.

Be sure to create time blocks for everything on your list. You'll be shocked at how much just doing this one thing will simplify your life. It will also create more room in your brain! :)

**TOOLS**

The tools here come in many forms. They will be in the form of software on your computer as you install all the necessary applications you need. They might also be technology tools in the form of speakers, microphones, and external hard drives. Or maybe simple things like mouse pads and printer cables. Just get started and you'll know quickly what you need!

**RESOURCES**

This Resources area is a catch all category. The Resources specifically meant for your Rockstar Workspace are things like training materials (online or book form), webinars, tech guides, etc, Think of Resources as anything you can reach for that will help you move along in your journey and build your skill set.

These Resource materials will build over time.

# *Workspace Checklist*

Check these off as you move through creating your perfect workspace!

<b>CATEGORY</b>	<input checked="" type="checkbox"/>	<b>CATEGORY</b>	<input checked="" type="checkbox"/>
<b>LOCATION</b>	<input type="checkbox"/>	<b>COMFY</b>	<input type="checkbox"/>
<b>LIGHTING</b>	<input type="checkbox"/>	<b>DISTRACTIONS</b>	<input type="checkbox"/>
<b>COMPUTER</b>	<input type="checkbox"/>	<b>CLOCK</b>	<input type="checkbox"/>
<b>SUPPLIES</b>	<input type="checkbox"/>	<b>PLANNER</b>	<input type="checkbox"/>
<b>QUIET</b>	<input type="checkbox"/>	<b>TOOLS</b>	<input type="checkbox"/>
<b>CHAIR</b>	<input type="checkbox"/>	<b>RESOURCES</b>	<input type="checkbox"/>

*Other things I'd love to have:*



# THANK YOU!

Thanks so much for sharing some of your time with me today! I know how valuable it is and I sincerely hope it's been more than worth it for you. If you have questions, please feel free to email us anytime at:

[hello@kingreen.co](mailto:hello@kingreen.co)

- Kim