

Printable desk decor for remote work

Five posters, a daily focus planner and a door hanger to make your home workspace feel like a place you want to work in. Print on A4, pin them up, and change them out whenever you need a fresh start.

- 1 Start with one thing
- 2 Breaks are part of the work
- 3 Overcommunicate, kindly
- 4 Log off on time
- 5 Small wins count
- 6 Daily focus planner
- 7 Door hanger: focus mode / come on in

FOCUS

Start with one thing.

Pick the task that would make today a good day if it were the only one you finished. Do that first, before the inbox.

ENERGY

Breaks are part of the work.

Stand up, stretch, look out of the window, take the walk. Ten minutes away from the screen pays itself back in the next hour.

COMMUNICATION

Over-communicate, kindly.

Share what you are working on, when you are away, and where you are stuck. In a remote team, nobody can see you nod.

BALANCE

Log off on time.

The laptop closes, the workday ends. Tomorrow's list is already written, so you can let today go.

MOTIVATION

Small wins count.

Shipped a reply, closed a ticket, fixed a typo in the handbook? Write it down. Progress you can see is progress you can feel.

Daily focus planner

Date: _____ Working hours: _____ to _____

THE ONE THING

ALSO TODAY

☐

☐

☐

☐

☐

MEETINGS

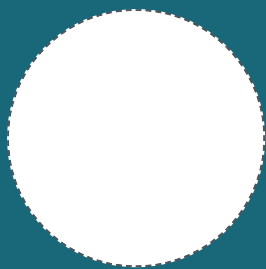
BREAKS PLANNED

☐ Morning stretch

☐ Lunch away from the desk

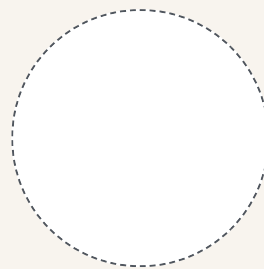
☐ Afternoon walk

TODAY'S SMALL WIN



Focus mode

Deep work in progress. Message me and I'll get back to you after this block.



Come on in

On a break or between calls. Happy to chat.