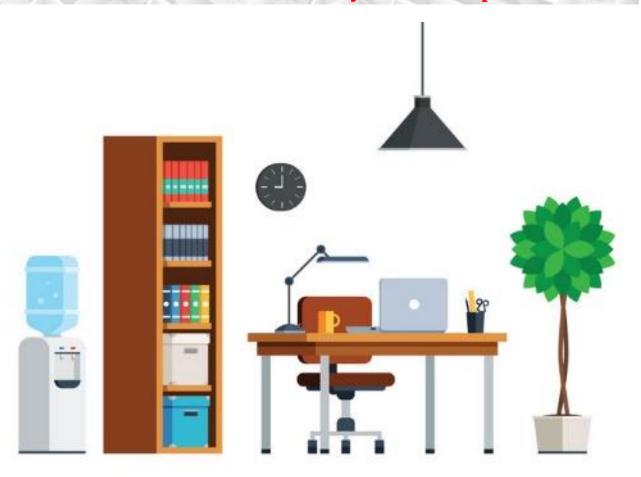
Workspace Bliss

20 Awesome Accessories to Make your Workspace Blissful!



By Bob Bessette WorkspaceBliss.com

Disclaimer

The information contained in this guide is for informational purposes only.

I am only giving my opinion as to what works for me in my office settings and many others who have taken my advice.

Please be cognizant that there are some links contained within this guide that I may benefit from financially.

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Why Listen to Me?

My name is Bob Bessette and I've been working in various types of offices for the majority of my working life, which spans more than 30 years. I've been a software professional since 1991 and before that I worked for the U.S. Department of Defense for 10 years as a research scientist.



I've spent countless hours in small working spaces which have, more often than not, been *cubicles*. I've also worked in offices with a window and a door when I was managing a small Information Technology group in a former job. *To be honest*, I prefer being an individual contributor which has usually meant that I was relegated to a *cubicle*.

In 2009, I developed my first blog and really enjoyed the process. Not too long after that I became a paid writer for a very successful work-related blog site called <u>Work</u>

Awesome (you can read my articles <u>here</u>) which inspired me to develop my own work-related blog site.

In January of 2011, I created *that* work-related passion site called <u>CubicleBliss.com</u> which was devoted to *creative solutions for a happy and productive workspace.* I believe that to be productive and happy within a small office environment, you need to invest in accessories and office products that make your life in that small space much more fulfilling. You also have to be diligent to keep that work space as *clean* and *organized* as possible. I've spent my whole life finding the right mix when it comes to organization and fun in my workspace.

In April of 2020, I changed my domain name to WorkspaceBliss.com even though my previous site, CubicleBliss.com, wasn't only associated with cubicles. I just thought it was important to let my readers know that my site dealt with all workspaces, and not just small offices or cubicles. With the advent of open offices in the working world I thought it was important to include all working spaces including home offices, open offices, cubicles, and offices with a door and a window.

I try to focus on workspace-related accessories and products that will help workers become more productive and happy within their own workspaces but also try to go beyond that and delve into issues in the workplace that affect an employee's everyday working life. I also want my readers to contribute their own stories about their workplaces that could help others in similar situations. Those articles have always

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been well-received on my site. Here is an example of one of those articles which is about the benefits and drawbacks of <u>cubicle sharing</u>. I also welcome guest articles that are helpful to my readers as well.

I hope that this eBook provides you with some interesting accessories that can add to your workspace life and make it a bit more productive and interesting! There are a lot of us out there so please feel free to email me or leave comments at my site, WorkspaceBliss. Please remember that my advice comes from years of experimentation in my current and previous workspaces.

If you have any questions or comments on this eBook please feel free to contact me at my email address which is bob@workspacebliss.com or use my Contact Me page on the site. Here's to you finding Workspace Bliss and please tell your coworkers about my site! I have learned that word of mouth is the best advertising!

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Accessory 1: Post-it Desktop Organizer

If you want to be productive in your workspace, you must have a clean desktop. A lot of people even find that if they clean off their computer desktop by getting rid of old shortcuts and documents, they feel a lot more in control and organized.

I am a stickler for *organization*. I need to have a clean desktop and basically a clean office, cubicle, or working area. Since I tend to think of myself as an organized person, I always seem to use Post-it products such as notes and flags. When I was looking for a desktop organizer for my office I came across the <u>Post-it Desktop Organizer</u>. The link is to an article I wrote on <u>WorkspaceBliss</u> that goes into some more detail about the product.

Here are some images of it right out of the box and in a place of distinction on my desktop.





You can see from the image on the left that there is a built-in scotch tape dispenser and in the image on the right, I actually have placed the scotch tape (*that comes with the product*) into its handy-dandy section. I also have it loaded up with my scissors, pens and pencils, binder clips, paper clips, staple remover, and Post-it Notes and Flags (*they also come with the product*). Since this picture was taken I have also added a small container of white-out to the organizer.

As you can clearly see, this desk organizer takes up a very small footprint on my desktop BUT it allows me to store so many different office items that I am constantly utilizing throughout the day. If you are also looking for a compact and versatile desktop organizer, you cannot go wrong with this one.

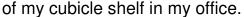
One of the best aspects of this organizer is that you don't have to have a separate bulky tape dispenser on your desk and if you are looking for a Post-it note or flag, one is always close by!

Accessory 2: Fellowes Plastic Partition Additions Shelf

If you live in a cubicle for every day of your working life, you certainly understand that your space in that small office is *limited*. Since you have a limited amount of space available, you certainly have to be a little more creative than the Vice President in the corner office who has a spacious office with mahogany furniture.

I discovered a product a while back that has made a significant difference in my cubicle storage because I can now store items on my walls. Yes, *on my walls*! I don't have to put everything onto my desktop anymore which has really cleared up a lot of my desktop clutter. It is called a <u>Hanging Cubicle Shelf</u>.

If you follow the above link, on my site I show you, in detail, how to set up your cubicle shelf when you receive it. It took me about 5 minutes and I was loading it up with personal pictures and vacation souvenirs. Here are a couple of images







If you are at all familiar with <u>cubicle clips</u> that you use to hang items onto your cubicle walls, this hanging cubicle shelf uses the same basic design of the cubicle clips. Cubicle clips have metal pins which are made specifically for sinking into the dull, grey fabric that you find on all cubicle walls. This cubicle shelf, comes with 5 fasteners with an adhesive backing that affix to clearly-marked sections onto the back of the shelf.

You just have to stick them on right on top of the marked sections and they hold rock-solid. The only issue you could run into is sticking them on upside down. Just make sure how you are orienting them before you affix them. There isn't anything else you can do wrong!

Accessory 3: Off-Surface Desk Shelf

Staying on the theme of *maximizing the space that you have* in an office, there is another accessory that helps you to do just that. I like to use the metaphor of land within a city. Why are there so many skyscrapers in the biggest cities of the world? It's because you simply cannot add more square footage to a city's boundaries.

So what did the builders do? They built up! With your cubicle or small office, your company isn't going to give you any more space. So, unless you want to fill up your desktop with various office items, how can you alleviate this clutter? You could buy a cubicle shelf like we discussed previously but they are great for small items without much weight.

An <u>off-surface desk shelf</u> is a great option that allows you to store your office items on various levels and you can use a product like this in an open office, home office, office with a door, or a cubicle. You can store products on top of the shelf and underneath it. It's a very simple concept but it maximizes the space that you have. Please check out the pictures of my desk shelf in my office below.





As you can see above, the one in my office (and there are many different versions you can explore) is a fairly simple design. It is a solid surface with a lip in the back and a section in the front of the surface of the desk for your pens and pencils. There are two metal legs are that support the shelf so you can really load it up with heavy items (unlike the cubicle shelf).

From the image above you can see that I store my radio, dust and lint remover, disinfectant wipes, and a number of heavy books on top of the shelf. Underneath this versatile desk shelf I store my tissue box and some coffee mugs that I use for clients that visit the company. I could store some more items underneath this desk shelf if need be. As you can imagine, adding an off-surface desk shelf to

your workspace can really help you store items out of the way and in an efficient fashion.

Accessory 4: Safco Mesh Corner Shelf Unit

Cubicle shelving, as you can imagine, are products that I use to optimize the limited space that I have in my office cubicle. Well, I came across another shelving unit that is made for the corner of my office. The interesting aspect to this shelf is that you can not only use the shelf on its end for the corner of your office but you can also use it on its side for any other area of your office.

Here are some images of the Safco mesh corner shelf unit on its end.





Utilizing the shelving unit in this manner, you are maximizing the space in the corner of your office. There isn't a lot of ways to use the corner of your office but this unit really does optimize that space to the max!

Here are some images of using the exact same corner shelf but on its side.





Just quickly looking at this shelving unit, it doesn't even look like the same product does it? But it is! Just flip it on its side and you have what appears to be a brand new shelf unit. I have actually used this shelving unit both ways in my office and currently I'm using it on its side. That's not to say I won't switch it back

to using it in the corner on its end. Just so you know, there is no assembly required at all and it's made of metal and is a mesh design and construction. It's very solid and works as advertised!

Accessory 5: Bose QC30 Noise Cancelling Bluetooth Earbuds



In today's workplace environment open offices are becoming more and more popular. I tend to think this is because it is a lot cheaper for the company and not necessarily better for communication between workers.

As a result of being exposed to coworkers in really close proximity, most open office workers tend to use earbuds or headphones to eliminate the noise created by those coworkers.

I found these **Bose QC30 Noise Cancelling**

<u>Bluetooth Earbuds</u> and highly recommend them. They are not cheap, as I paid about \$300 for them, but for me they were worth every penny! They essentially eliminate all background noise and even how much background noise you want to eliminate is adjustable.

I've been using mine now for years and actually had an issue with mine after about a year. Bose sent me a brand new unit at no cost and those have been working flawlessly since. So Bose truly backs up their products which I found very satisfying. These earbuds come with a neck band which contains the on/off button and I find the neck band really cool because it just adds some stability to the whole unit. If you are looking for a well-built set of Bluetooth earbuds, I don't think you can go wrong with these earbuds.

<u> Accessory 6: Flip It – The Visual Out-of-Office Indicator</u>



Flip It

Back in July of 2013 I came across this rather simple, yet unique, office product called <u>Flip It</u>. It is a set of simple plastic cards that indicate where you are if someone drops by your office looking for you.

Since that time the creator of Flip It took the advice from people who purchased the product and improved upon it making it a little larger and more versatile.

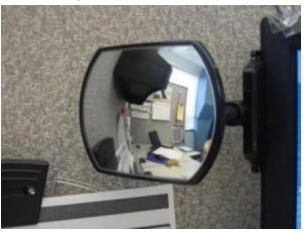
I'm sure that you oftentimes head over to someone's office for help and they aren't there and no one knows where they went. Well, this small useful office product will communicate to your coworkers your whereabouts.

Instead of using your Outlook *out-of-office* for your email, this is a *physical out-of-office* that you can place on top of your cubicle wall, on your desktop, or even on your keyboard.

<u>Flip It</u> has become an advertiser on my site <u>WorkspaceBliss</u> since the creator realized that my audience was a perfect target for this product.

If you'd like to read more about this unique office accessory, <u>here is an article</u> which shows all of the different cards that come with Flip It. It also comes with a blank card that you can use to create your own message with a whiteboard marker!

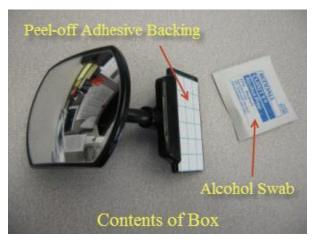
Accessory 7: Rear View Cubicle Mirror



When I purchased this simple and effective office accessory back in March of 2013, I didn't realize the craze that this computer mirror would create with readers of my website. It is by far the most popular and the highest-selling item on WorkspaceBliss and has been since I featured it in this article.

So what made me buy this rear view mirror that I could attach to my flat panel monitor? It's simple. I was tired of

people sneaking up on me and asking me for something or other without any idea that they were coming toward me. Now, I tend to greet them before they greet me!



This model is called an iView Rear View Computer Monitor Mirror. It is extremely easy to attach to the side of your flat panel monitor and within minutes you end up with eyes in the back of your head!

What's so great about this rear view monitor is that it moves so you can face it exactly how you need to in order to see behind you. This article shows you the very simple steps involved in affixing it to

the side of your monitor. It will just take a few minutes for you to be able to greet your coworkers before they do!

Accessory 8: Sparco Mesh Phone Stand



Sometimes it's the simple ideas that are the most effective when it comes to your office storage. I bought this Sparco mesh phone stand a while back and use it every day to hold my phone.

One of the features that I really love about this unique office accessory is its side compartment that I utilize to hold a pad of paper that I use throughout the day. You can see that feature above.

Obviously the best feature about this phone stand is that it uses vertical space within your office. There is plenty of

space below the phone stand for books, more notepads, a stapler, or a tape dispenser. In fact, as you can see below in my office cubicle, I end up storing my stapler and tape dispenser below this phone stand. Since I have a limited amount of desk space in my office cubicle, I do everything that I can to maximize that space.



This unit is just another in a long line of products that I have purchased to make the best use of the space in my office. This article will give you some more information about this cool office accessory.

I not only try to maximize my desk space but I also try to use the walls in my cubicle to expand my limited amount of space and to remove items off of my desktop limiting the clutter. You can check out my many cubicle wall accessories here if you are interested in

making the best use of the space in your own office.

Accessory 9: Fellowes Partition Additions Note Rail



When it comes to having information at my fingertips and in clear view, I am a fanatic. I saw this Note Rail on Amazon one day and I thought it would be a great addition to my office cubicle.

I loved the fact that it attached directly to my cubicle wall and I could have it just to the right of my computer monitor.

Another great thing about this note rail is that it will hold 2 - 8 ½"X11" pieces of paper side by side instead of one.

This allows you to have a lot of content at your fingertips. I use it for hanging my

To Do Lists or any other paperwork that I want clear access to in my office. It also moves this paperwork up and off of my desktop thereby reducing clutter.



I actually have a note holder on my refrigerator at home that uses a similar technology for grabbing the paper at the top of the rail. This Fellowes Note Rail is a much larger version of the small note holder that I have

at home but it works the same way. The image above is right from my cubicle and you can see how wide the unit is for displaying your lists or any other information that is of interest to you. You can read more about this Note Rail in this article on my website.

Accessory 10: Sunlight Desk Lamp



Having inhabited Cubicle Nation for over 30 years of my working life, I know the value of having good lighting within the grey walls of my work space. For about 8 years of the 17 years I've been at my current job I used to sit in a cubicle right next to a wall of windows in one area of my company. Then, to my great dismay, the powers-that-be decided to have a reorganization so that certain departments that interacted with each other would be closer together.

As a result, I ended up being one of the casualties who had to move from my glorious windows to the middle of Cubicle Nation. Believe me, I went to my new cubicle kicking and screaming but it made no difference because I don't have a lot of pull at my level of employment within the company. Even though I've been here for 17 years, they didn't care and I had to move from the light into the darkness.

It certainly took me a little while to get comfortable in my new digs but one of the items which helped me illuminate my new office was my <u>Sunlight Desk Lamp</u>. As soon as I walk into my office each morning I immediately turn on my desk lamp. It simulates the natural rays of the sun which is the best I can do at this point. If I look around the offices at work I see a lot of different types of desk lamps and floor lamps for that matter, but this lamp really throws some natural white light which really helps me work during the day. I have also heard that you could actually use these lamps to grow plants which I actually might start doing in my office (maybe *one* plant). You can read about my Sunlight Desk Lamp in <u>this</u> <u>article</u>.

I am very sensitive to light, or the lack thereof, so this sunlight desk lamp really does the trick in my office. In fact, since I wrote about it in my office there have been many readers who have purchased this item for their own offices. I'm really glad when anyone purchases a product that I recommend on my website because I would never recommend it if I didn't either use it myself or have read many great Amazon reviews about the product.

Accessory 11: Cat Pop-up Note Dispenser



I love Post-it Notes and use them all over my home office and cubicle. I also think that you have to add a little bit of levity to your office environment. That's why I decided to pick up the Post-it Cat Pop-up Note Dispenser because it's not only a really cool office item but it also is a practical one!

Since I am certainly a practical guy, I don't like to litter my workspace with a lot of toys and worthless junk. This one isn't a toy. It's a practical office accessory that not only looks cool, it performs a real function in my office.

You can read more about it in <u>this article</u>. It's really cool how the Post-it Notes are dispensed from this unique dispenser.

Accessory 12: Page-Up Document Holder



Here is another practical but really cool office accessory. This is a Page-Up Document
Holder and it allows you to free up your hands if you need to transcribe something onto your computer. You can also use this really cool product to hold business cards or any other type of paperwork.

They come in a number of different colors but I liked the translucent blue that you can see here. If you'd like to read some more about this practical workspace accessory, you can read about it in this article.

Accessory 13: Perch Monitor Stand



My monitor in my home office was a bit too low. So I started looking for a reasonably-priced product that I could use to boost my monitor but still add some practicality to the office by adding some storage.

I found this really cool product that I've been using for a while in my home office. I use it not only to boost my monitor to the proper height but I also store a number of products like my scissors, tape, Post-it Notes and flags, stapler, pens and pencils, binder clips, and paper clips in it. I am quite happy with the storage

capabilities of this monitor stand and I still have much more space for other items I can store in the 3 drawers.

The Perch Monitor Stand is made of hard plastic and, so far, appears to be indestructible. Ergonomically it has brought my monitor to eye level which is very important when it comes to my health. You can read more about this practical office accessory in this article.

Accessory 14: TaoTronics Metal Desk Lamp



In my opinion there is nothing more important than the proper lighting in any workspace. So I started looking for a replacement for my sunlight desk lamp but I really wanted it to be a significant upgrade. I found this highly-rated metal desk lamp from TaoTronics and I couldn't be happier! I actually purchased one for my office cubicle and for my home office.

I even bought one for my daughter who is a high school English teacher. She originally kept it in her

classroom but she loved it so much she brought it home to her apartment so that she could enjoy it in her home office. I can honestly say that I absolutely love my 2 desk lamps and I love the way I can adjust the brightness, color, and the temperature of the light! There are a few other features that I really love. One is

that you can set a favorite. Once you have the perfect amount of light, color, and temperature of light for your office just hold down the heart icon and it will save your favorite setting. Another great feature is that you can charge your phone as there is a slot in the side of the light for the cord of your phone charger.

I also use the nightlight feature oftentimes as I have a hamster in a cage in my home office and always leave a little bit of light on at night for her as she is nocturnal. It provides just the right amount of light and would also be a great option for a child's bedroom.

Accessory 15: Philips goLITE BLU Energy Light



Have you ever experienced Seasonal Affective Disorder? During the late fall and winter months I found I did not have the energy or positive attitude that I typically had during the months where there was more sunlight.

So, I looked into possible solutions that I could use within my small cubicle. I found the Philips goLITE BLU Energy Light and use it religiously for about an hour each morning in my cubicle especially during the darker and colder months. I found that it helped me. Maybe it's

all in my head but I really think that this energy light has helped me deal with the winter doldrums! You can read about it more in this article. The one shown here in the picture above is the newly redesigned model. The one I have, that you will see in the article, is more of a square shape but performs the same function.

Accessory 16: The Original Desk Potato



I found this product online because I was searching for some way of extending the footprint of my office desktop. The Original Desktop Potato will do just that! I actually have my phone charger on it with my phone so it is always accessible.

I just found this product so novel and unique that I just had to have it. At work I have received a number of comments from my coworkers on this rather interesting and practical office accessory.

If you too are looking for a way to expand your own office desktop you just might want to look into The Original Desktop Potato. You can read about it here.

Accessory 17: Flat Panel Monitor Cubicle Hanger

The recurring theme of maximizing my office space rolls on with my flat panel monitor cubicle hanger. One of the things that really bugged me about my former monitor stand was that it was extremely difficult to clean behind it in the corner of my desktop.

When I saw the <u>flat panel monitor cubicle hanger</u> online, I started looking into it more and more. I thought to myself, what a great way to hang my flat panel monitor! So, I actually asked my boss if he wouldn't mind paying for the one that you see below. The answer was *Yes* but, even if my company didn't pay, I would've shelled out my own money because I was intrigued by the design.

It required very little setup and you can see the before and after images below.





If you look at the image on the left, this was what my office cubicle looked like before the monitor cubicle hanger. Clearly the space behind my computer stand is hard to get to, to say the least.

Adding the flat panel monitor cubicle hanger allowed me to easily clean the corner of my desktop and since the picture on the right was taken, I have begun to store some small office items beneath the flat panel monitor. It has also opened up much more space on my desktop in front of the flat panel monitor.

This versatile monitor cubicle hanger has added a lot to my office cubicle. Not only do my co-workers comment on it all the time, it has made a really nice upgrade to my work space.

Accessory 18: A Vintage Perpetual Wood Block Calendar



I saw one of these on a desktop of a coworker and I thought it was a great idea. I liked the look of it as it had a really classy design and thought that it could be a really nice and practical addition to my desktop. It is called a Vintage Perpetual Wood Block Calendar and you can read more about the details of it in this article.

I've used it now for a couple of months and don't really mind changing the blocks each morning as an exercise to get me ready for my workday. I do have a much bigger monthly calendar in my office but like this smaller daily version. I also like the pineapple!

Accessory 19: Arctic Breeze USB Fan



In the office, especially during the warmer months, sometimes the company air conditioners (if you have them) aren't working too well. What I have found is in some conference rooms it is very warm and in others ice cold. This small USB Artic Breeze Fan will give you a quick solution to cooling off in the office or in one of those conference rooms. The other meeting members, if you use it in a conference room will be jealous!

You can simply stick it into an available USB slot in your laptop or regular-sized

computer and point it in your direction. What I like about it is that it is safe and will not hurt your fingers if they hit the blades while it is running. You can read more about it in this article.

Accessory 20: The Busted Knuckle Garage Toolbox



Sometimes it's nice to have a really cool little office accessory that not only looks really cool but also has a practical aspect to it. One of my passions is DIY so I have lots of tools and am always looking to buy more. I have an old Sears Craftsman tool box that is in my workshop. I found a replica of that particular tool box in a Busted Knuckle Garage Toolbox that I found online.

What I really like about it is for one it is made in the USA. It also is made of steel just like my full-size toolbox in my workshop. But it has a hinged top so you can place anything you want inside the toolbox. I'm sure if you are like me you have a lot of small desktop items that really don't have a good home. I like to put pens, pencils, staples, binder clips, etc in this toolbox replica on my desktop. I also get a lot of comments on this handy-dandy office item. You can read about my replica toolbox in this article!

Thanks!

I want to *thank you* for reading my free eBook! I also want to thank you for subscribing to my blog site <u>Workspace Bliss</u>, which is devoted to making your work space a happier and more productive place!



I really hope you will tell your friends, family, and coworkers about my site and, more importantly, please contribute to the comments. I would really like to get to know you and your office environment. I've made a lot of friends in the internet world and I'm hoping to make a whole lot more!

Maybe together we can make our working environments a better place to spend our working days!

Best, Bob Bessette Workspace Bliss