

# Working from Home

## 10 Tips for a Healthy & Effective Workplace

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# Agenda

1. How to Get Started Working from Home: 10 Tips for a Healthier Workplace
2. Having the Right Tools: Your Workplace Set Up







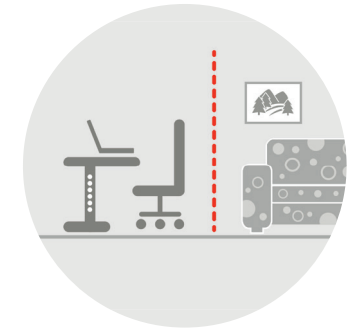
# 1. How to get started working from home

Working from home may sound fabulous, but it is a lot harder than it looks.

Flexible work hours, waking up late, wearing pyjamas all day, having breaks whenever you like – staying disciplined when working at home is not easy. A sore back and working hours blending into leisure time are often among the pitfalls of a work-from-home lifestyle.

The good news is that even small tweaks to your workplace surroundings and work habits can make a big change for your wellbeing and performance.

To help you get into a productive mindset, we have created this guide to working from home with some tips and tricks.



# 10 Tips for a Healthier Workplace

## Choosing an Ergonomic Chair

Working from the couch might sound cosy, but could harm your back, reduce wellbeing and lower your productivity. A posture-friendly ergonomic chair helps you keep your creativity up. Adjust the seat so that your feet are flat on the ground.

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## A Height-Adjustable Desk

A clean desk that is free of clutter helps you stay focused. A height-adjustable desk allows you to vary your posture between sitting and standing. If this is not possible, make sure to move and stretch during breaks.

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## Selecting the Right Location within Your Home

If possible, select a work location within your home that allows you to view the outdoors. Views to natural objects while working help you stay concentrated. Alternatively, you might use a nature image as your desktop background.

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## Back to the Roots

Surround yourself with plants. Placing greenery in your workspace or locating yourself near greenery during the workday reduces stress.

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## Maintaining a Dedicated Workplace

Once you have found the best location try to separate work and private life visually and physically. Place your work desk in a space that is separate from the living and bedroom. If this is not possible, remove your work essentials when your workday is over and store them out of sight.

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## 10 Tips for a Healthier Workplace

### Get Ready for the Day

It is tempting to wake up late, just in time to start your workday. Also, wearing sweatpants might feel more comfortable, but also tricks you into the "leisure time" feeling.

Wearing proper pants and shirt will put you in a more work-friendly, productive mindset and will be more professional during video conferences.

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### Keeping to a set Schedule

Having a dedicated workplace sets your mind on "work time" and helps to be productive within a set timeframe. Whereas your couch or terrace calls for relaxation and a coffee break.

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### Keeping Your Distance

A door can be match-winning. Try to avoid distraction and, if necessary, put a "work" sign on the door of your workroom. If this is not possible, make sure to sit with your back to a bustling room.

Noise-cancelling headphones might also help you keep your concentration.

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### Taking Enough Breaks

Rest your eyes at regular intervals. Also, remember to blink more. People reading on a screen tend to blink less frequently than normal.

Avoid eating lunch at your desk, but make sure to get some fresh air.

Take a short walk during your lunch break or, during your workday, send your print job to a location that requires you to get up and walk a short distance.

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### Working Out

Keeping a workout routine helps maintain a healthy posture and overall wellbeing. Especially, when your work requires you to sit a lot it is important to strengthen your core to stay flexible.

Mountain biking, going for a swim or longer walks and exposing yourself to sunlight helps refreshing batteries, too.

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## 2. Having the Right Tools

### Your Workplace Set Up

Having the right hardware in place can improve your productivity when working from home.



#### Notebook or Tablet

Turns any space into an office. With features like convertible use modes, a second camera, touch display and a built-in webcam your notebook makes working from home a little easier. A tablet can boost productivity, for instance when using a digital online whiteboard app during conference calls.

#### A High-Quality Monitor & Arm

Investing in a high-quality monitor reduces eye and neck strain. Make sure to position your screen an arm's lengths from your face. The screen should be centred in front of you at eye height. A display arm can support you in maintaining a healthy posture.

#### A Docking Station

The best way to connect an additional monitor to your notebook is by using a docking station. By this, you can also connect other peripherals like a speaker. By this, you can also connect other peripherals like a second monitor or a speakerphone.



## 2. Having the Right Tools



### A Wireless Keyboard & Mouse

Make sure your arms are at the right height. Your forearms should be parallel to the floor. A wireless keyboard and mouse also reduces clutter on your desk.



### A Notebook Stand

Placing your notebook on a stand eases reading and maintaining a healthy posture. Also, when video conferencing it allows you to be visible at eye height.



### Headphones, Headset or Speakerphone

A pair of comfortable headphones, potentially with noise-cancelling, a headset or a high-quality speakerphone complements your workplace setup. Especially a hands-free speakerphone helps you stay focused during long conference calls.

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