

Wellbeing and productivity while working from home in times of COVID-19



01 Ergonomics life hacks



02 Keep it moving



03 Stick to a schedule



04 Maintain "Me-time"



05 Communication is key



06 Eat healthy & drink water



07 Stay open & curious



08 Maintain your focus



Click the images for nifty tips & tricks

01 Ergonomics life hacks

- ▶ Stop chilling; make sure your new work space is set up as ergonomically as possible
- ▶ Use your headset, don't cram your phone between your head and shoulder
- ▶ Keep moving: Change your posture regularly or get up during phone calls
- ▶ Keep it clear from clutter
- ▶ No disco light, try to get access to natural lighting
- ▶ Include greenery, it has calming effects
- ▶ Be aware of falling: Make sure electrical wires or objects do not become a trip hazard



02 Keep it moving



Don't be on your last legs! Anti-Thrombosis Special:

- ▶ Exercise with your feet under your desk, e.g. moving from heel to toe
- ▶ Put your legs up from time to time
- ▶ Drink 1.5 l water a day and avoid sweet drinks
- ▶ Avoid crossing your legs for more than 1 min at a time
- ▶ Do not wear socks with too tight cuffs or trousers constricting knee or hip joint

- ▶ Start your day with a “walk to work” simulation: Go out for a short walk in the fresh air, if possible, or go into another room to look out of the window for a moment
- ▶ Explore wellbeing apps that utilize reminders to take regular breaks
- ▶ Get up during phone calls and/or have walking skype meetings
- ▶ Make small exercises at your desk part of your routine
- ▶ Have walking skype meetings

03 Stick to a schedule

- ▶ Set up a fixed daily schedule, especially if you're also taking care of children
- ▶ Consider setting up your work hours in your Outlook calendar and/or add them to your email signature, so others can respect your schedule
- ▶ Measure time: use time management apps as well as your calendar
- ▶ Do not forget to take a break: try to stick to your normal working hours, sleep recommended hours and pause for lunch each day

04 Maintain „Me-time“

- ▶ Be aware of the strain the current situation puts on anyone. Explore mindfulness
- ▶ Make time each day for exercise, meditation or other self-care practice. You could use the time saved for your commute
- ▶ Stay up-to-date with the latest developments on COVID-19 from reliable sources but make sure not browse for updates all the time
- ▶ Channel your energy to positive and productive thoughts instead of getting frustrated with hick-ups in connectivity. Our experts are working day in and out to enable you to work remotely during this exceptional situation



05 Communication is key

- ▶ Make the most of virtual collaboration tools
- ▶ Establish a communication strategy with your team and reduce the amount of channels
- ▶ Build in regular update calls and 'temperature checks' with your virtual team. Ask direct questions like 'How are you managing?', 'What would you most like support with?'
- ▶ Show empathy and concern as well as willingness to explore practical solutions
- ▶ Schedule virtual coffee breaks



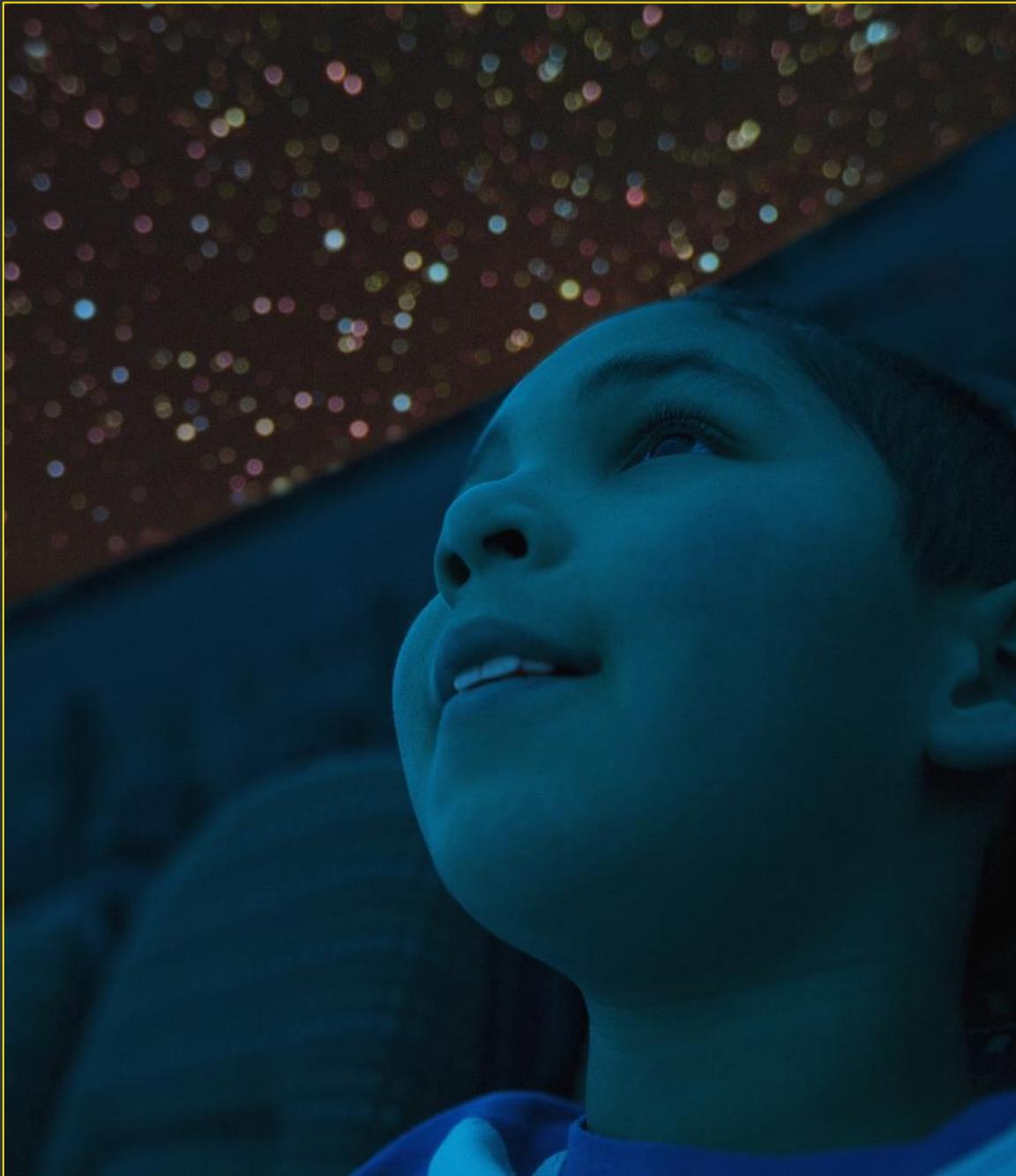
06 Eat healthy and drink water

- ▶ Make sure you have a glass of water or a bottle available in your workspace
- ▶ Have you considered using apps that remind you to drink water regularly?
- ▶ Block time in your calendar for lunch break at home
- ▶ Take the opportunity to prepare a healthy meal for lunch moving away from screens and work area
- ▶ Do not eat in front of your screen



07 Stay open and curious

- ▶ Ask yourself and your team what made you successful in the traditional working world, and how to translate those factors into virtual collaboration
- ▶ Try out Techniques from real life also in a virtual environment, e.g. brainstorming per chat function, co-creation via screensharing
- ▶ Keep virtual meetings exciting and try out virtual icebreakers - maybe you get to know each other even better
- ▶ Want to dive deep? Check out the book „Where in the world is my team



08 Maintain your focus

- ▶ Eat that frog - do the worst task first
- ▶ Set up a 'Not to do list' with all the tasks and inquiries that are not a priority for today and stick to it, as much as possible
- ▶ Consider applying the [Pomodoro technique](#)
- ▶ You might want to consider to use your Skype status to allow for deep work
- ▶ Reduce communication push messages
- ▶ Review notification settings on your smartphone
- ▶ Improve your [digital smartness](#). consider using an app that counts your smartphone pickups and screen time