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

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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 clatter
► 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
Keep it moving

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.

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.
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 day 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
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
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…“
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 using 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