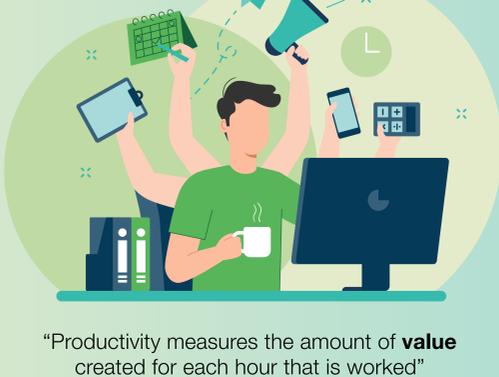


Max your hybrid working productivity



“Productivity measures the amount of **value** created for each hour that is worked”

McKinsey & Company

When hybrid working, aim to carry out tasks in the most suitable location:

Home

- Focus on your **‘eyes-down’, independent** work. Immerse yourself into tasks in a more peaceful home environment (if that’s the case!). However, ‘no man is an island’, so be sure to include some social interaction in your day if that helps and do take regular breaks.
- Hold sensitive work conversations - such as HR discussions at home.
- Manage your expectations – you will have **good days and bad days for productivity**. Take heart and share your feelings with colleagues.
“Trying to do it all and expecting it all can be done exactly right is a recipe for disappointment. Perfection is the enemy.” Sheryl Sandberg, COO, Facebook
- You’ll either love or hate this suggestion from Dhruvin Patel, Founder of Ocushield: “Take a 5-minute cold shower! This literally washes away all your lethargy.”
- Take the time to ask ‘What does everyone else think of this?’ in an online meeting. It can take **more courage** to chip in with thoughts and ideas in a remote meeting. Don’t lose this valuable input.*
- Ask if you feel you don’t have clear directions on the task needed*. **Don’t just muddle through** alone at home.
- Hide away anything that **distracts** you. If you don’t need your phone to work – put it in another room (with the sound on for urgent family calls).

Workplace

- Take advantage of the chance to talk to your team **face-to-face**. Meetings in person spark ideas and help build relationships.
“When we’re together it might be sowing the seeds of something that might be visible in the future, sometimes it might be a direct output of that physical interaction at that time. **Today’s productivity was yesterday’s innovation.**” Neil Usher, workplace and change professional
- Cut down on online meetings when you’re physically at the office, whenever possible. Try to have crossover with colleagues so that you’re in on the same days.
“It annoys me when I hear people say ‘I’ve been in the office this week, I’ve been really unproductive! My reply is that it’s a different type of productivity; you’re generating social capital.” Tom Kegode, Lloyds Banking Group
- Help colleagues; this counts as being ‘productive’**. The time you spend supporting, guiding or formally training other team members is valuable and productive for your organisation.
- Create **clear meeting agendas**, generate action points and allocate responsibilities.*
- When you do **need to focus** and you find office noise distracting, use alternative spaces available in the office or consider using ergonomic [noise-cancelling headphones](#).
- Do you do one task at a time? Multitasking isn’t generally efficient”, and Stanford University research concluded that **multitasking is less productive** than doing one task at a time¹.
- If email notification popups make you less productive, **turn them off.***

“We have to give ourselves permission to be humans doing jobs.”
Trevor Houston, Founder at Embrace Connections

* Good practice for all working locations

Remember your wellbeing & health

We’re most productive when we’re happy, relaxed & comfortable

Productivity is lost when we experience:



Pain



Too much stress



Isolation



Unsuitable equipment and space

At home and at the office, you’ll need a suitable workstation. For most this will be a [desk](#), [ergonomic chair](#), [monitor arm](#) or a [laptop stand](#), a [mouse](#) and a separate [keyboard](#).

TIP

It’s a good idea to have a [height-adjustable desk](#) to help get your positioning just right and to allow you to be more active throughout the day.

What is the best ergonomic positioning for good health and productivity?

Generally, it’s:

Chair adjusted so elbows are keyboard height, forearms are level and back is supported.

Keyboard and mouse close so arms are relaxed by your body.



Top of screen about eye level

TIP

Have you ever tried standing for periods at work by using a [sit-stand desk](#) or [sit-stand platform](#)?

These give you great flexibility to choose when, how often and for how long you’ll change posture and are good for your health and productivity².

“

“I find that I am much more creative when I’ve actually taken care of myself.”

Arianna Huffington, founder of HuffPost

Make sure you:



Move regularly whilst working



Get up from your desk at least every hour



Look away from your screen at least every 20 minutes

Have a dance, do a stretch, make a drink, anything that gets you moving.

The World Health Organisation advises regularly breaking up sedentary time.³

“Take a 5-minute break every 30 to 45 minutes. You can stretch your back, walk around, drink some water. But more importantly, you take your nose out of your work. When you come back to your desk, you might have new ideas. Or, you might think: ‘What am I doing?’ And stop it before you waste all your time.”
Darius Foroux, Author



Poor posture can cause fatigue by:



Putting extra demand on your body, encouraging poor alignment, requiring your muscles to work harder and tire out more quickly.



Reducing lung capacity, lowering your oxygen levels.



Causing you to sit too close to your screen, resulting in eye strain and fatigue.

Reduce your risk of musculoskeletal disorders

Your productivity could take a nosedive if you’re struggling with **back pain** or other aches and pains.



30 million + working days lost due to musculoskeletal conditions every year in the UK⁴



20 million + people in the UK have a musculoskeletal condition such as arthritis or back pain⁴

So doing all you can to help prevent and manage musculoskeletal conditions is important to look after your long-term health. Follow the ergonomic tips above to help set yourself up well.

“

“Most of us spend too much time on what is urgent and not enough time on what is important.”

Stephen Covey, author and business leader

What about other hybrid working locations?

If you’re **on the go** for your work, perhaps visiting clients and suppliers, use portable equipment including a laptop stand, mouse and keyboard to set yourself up as best you can.

Try to save inputting tasks for when you have access to an ergonomic workstation.



TIP

Consider making calls using **voice commands**, to reduce looking down with your head forward when using devices in your hands or on your lap.

“Don’t be afraid to ask to do things differently!”

Vikki, employee with ADHD, Posturite

How can neurodiversity present challenges to our productivity?

You might benefit from workplace adjustments including Assistive Technology to enable you to carry out your job without barriers related to a disability.

For example, those of us with ADHD might find it **more challenging to prioritise tasks**, so a manager can give support by breaking long assignments up into shorter tasks, avoiding sending long email trails and helping to plan timelines.

New ideas

Some people with ADHD find that a **sit-stand desk** is a ‘game changer’ at work, for better focus on tasks when standing.

“For top productivity, things that have helped me include a height-adjustable desk, a chair that allows for more movement and you can sit on in a variety of different ways, mind mapping software, and even screen-tinting software to make text easier to read as well as more interesting and colourful.”
Vikki, employee, Posturite



What next?

Max your productivity with ergonomic equipment from Posturite.

Shop for [ergonomic chairs](#), [height-adjustable desks](#), [ergonomic keyboards and mice](#), [noise-cancelling headsets](#) and more at [posturite.co.uk](#)

References

¹ Stanford University: How does media multitasking affect the mind?
² University of Leicester research on the benefits of using sit-stand desks
³ WHO guidelines on physical activity and sedentary behaviour
⁴ NHS England guide to Musculoskeletal health