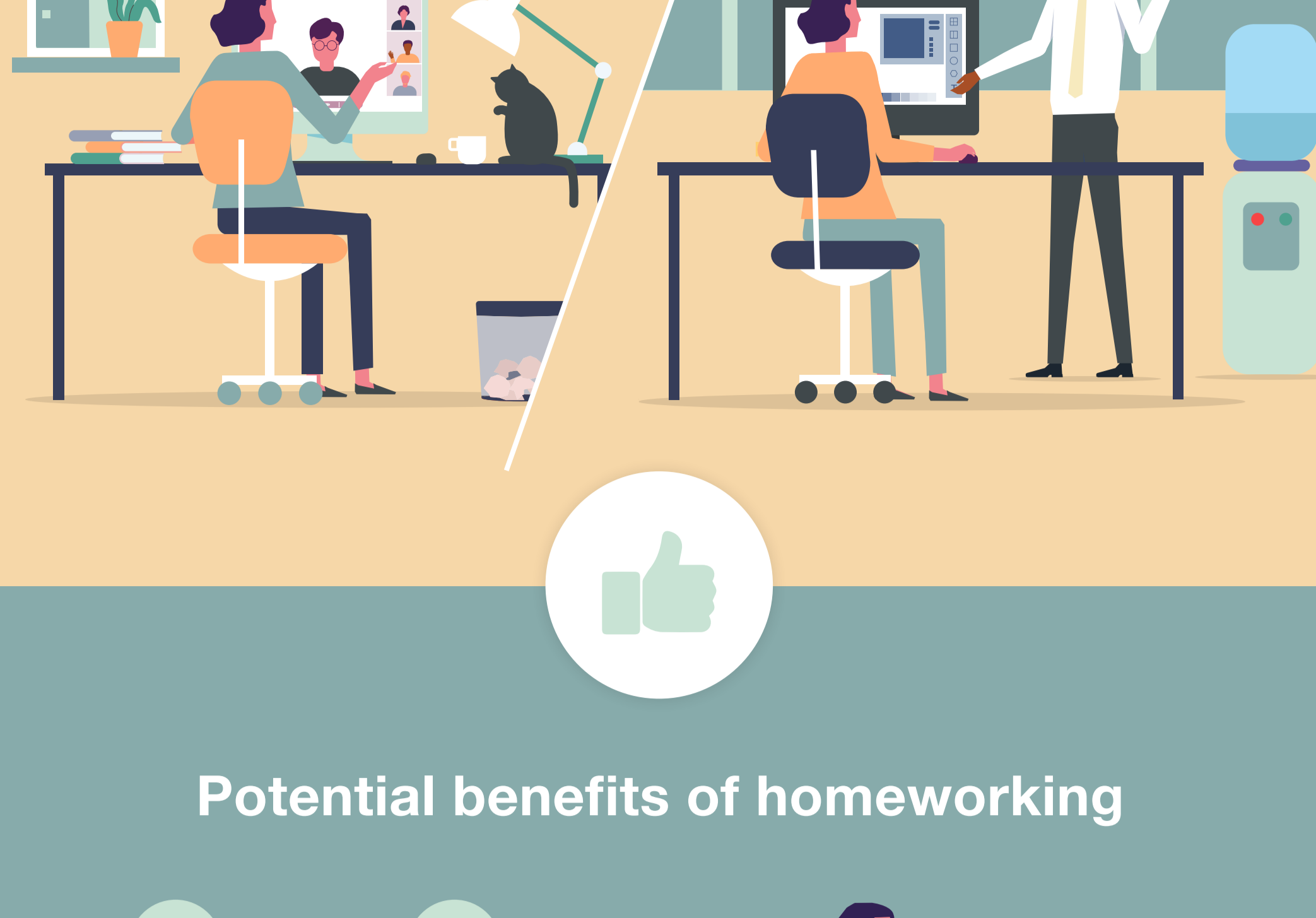


Employee guide to healthy working from home as a hybrid worker

You're a hybrid worker if you spend part of your time working remotely and part of your time working at the office. Make the most of hybrid working from home with this guide: we'll help you protect your health and maximise your comfort and productivity.



Potential benefits of homeworking

- Money savings
- Feeling trusted
- Improved work-life balance
- Reduced commuting
- Flexibility to boost movement and creativity
- Privacy and reduced distractions



On average, lockdown homeworkers saved £44.78 a week by cutting out things like commuting and buying lunch out. ¹



Potential drawbacks of homeworking



- Poor postures and positioning
- Equipment and tech not up to scratch
- Isolation
- Missing social contact
- More eating, less moving
- Possible distractions

Set up guidance

Getting into the perfect concentration zone at home depends on a combination of factors, including:

- Your mood
- Your health
- How well you've been sleeping
- The nature of your work
- If you've done enough exercise
- How comfortable your environment is
- Who and what is around to distract you
- If you've eaten nutritious food

While all of these factors are variable and tend to shift on a daily basis, some of them can be controlled - especially your workspace itself.

Ergonomic set up

One survey¹ found that 55% of office workers noticed an increase in back pain within 2 weeks of working from home during the 2020 lockdown. This is why it's so important to prepare with:

- A suitably quiet, spacious place to work
- A suitable workstation (desk, ergonomic chair, monitor arms/laptop stand, mouse and keyboard)

The following steps help prevent discomfort:

- Adjust your chair so your elbows are keyboard height, forearms are level and back is supported.
- Top of screen about eye level.
- Keyboard and mouse close so your arms are relaxed by your body.
- Make sure you move regularly whilst working, look away from your screen at least every 20 minutes and try to get up at least every hour.



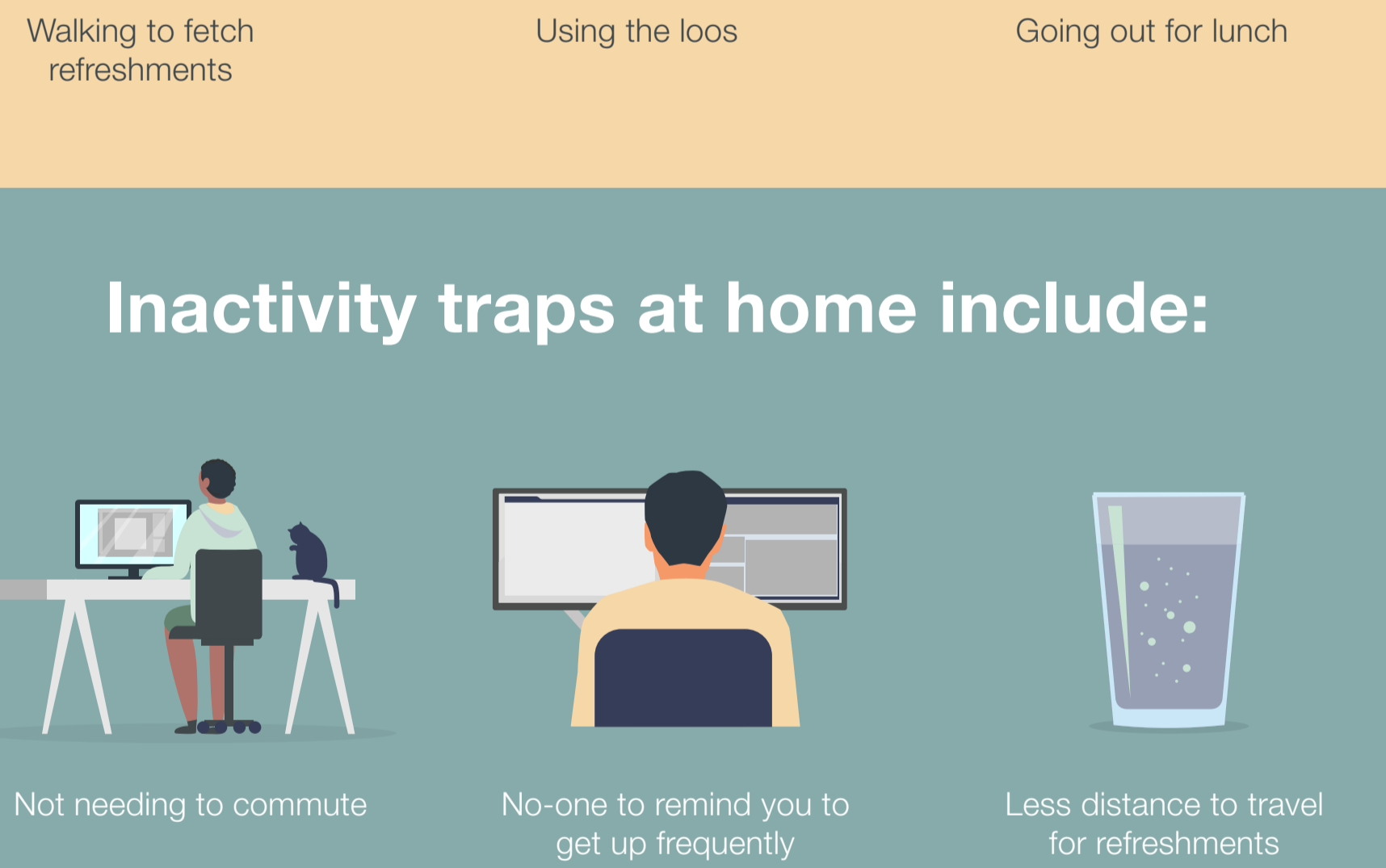
Match your task to your device

	Phone	Tablet	Laptop	Laptop/tablet with stand and separate mouse and keyboard	Office desktop computer
Reading emails/messages	✓	✓	✓	✓	✓
Reading documents	✗	✓	✓	✓	✓
Short text/email responses	✓	✓	✓	✓	✓
Keeping up to date on the go	✓	✓	✓	✗	✗
Searching the Internet	Short periods only	Short periods only	Short periods only	✓	✓
Directions on the go	✓	✓	✗	✗	✗
Voice inputting	✓	✓	✓	✓	✗ Can be distracting
Document creation	✗	✗	✗	✓	✓
Watching webinars	Short webinars	✓	✓	✓	✓
Conference calls	✓	✓	✓	✓	✗ Can be distracting
Note taking in meetings	✗	Short meetings	✓	✓	✗ Unless set up in room
Spreadsheet creation	✗	✗	✗	✓	✓

Activity

When you switch to working from home, incidental activity (those steps you barely notice when you walk to your car, up the office stairs, or to the toilets) can easily diminish. Here are some of the dangers of inactivity while homeworking, and the best way to avoid it.

What keeps us moving at the office?



Inactivity traps at home include:

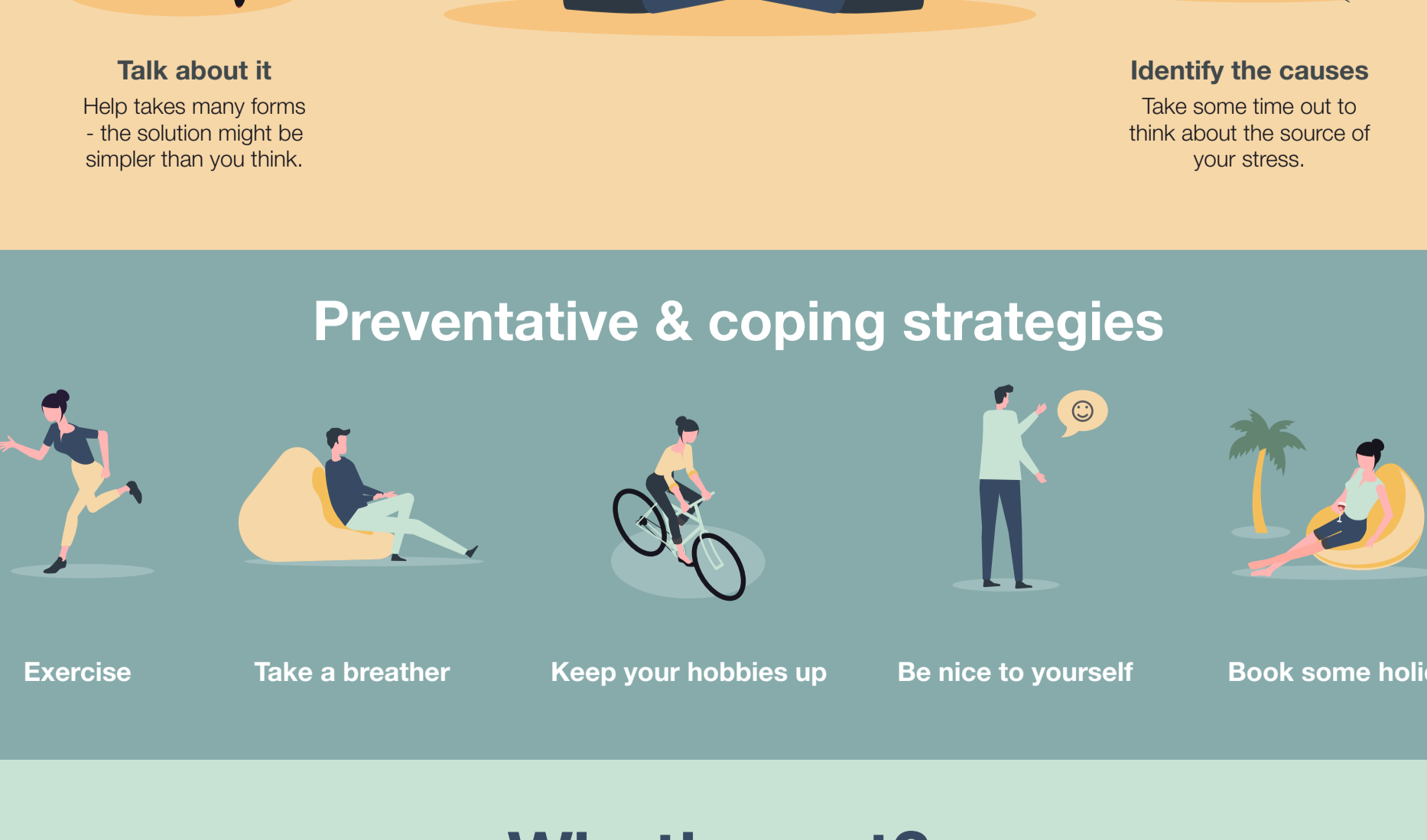


Ideas to ramp up your work from home activity levels



Stress Management

Things can start to feel very lonely when you're stressed. You might feel like you're the only one holding things up and that if you break, everything will crumble. Remember that you're not really alone. Help is out there - you only need to ask for it.



Preventative & coping strategies



What's next?

To find out how we can help with your transition to hybrid working, head to www.posturite.co.uk/contact-us or visit our website [posturite.co.uk](https://www.posturite.co.uk)