

Tips for staying healthy and efficient when working from home

Set up your workspace

Maybe you have a ready-made office at home. If not, set up a workspace on a table or desk. Avoid working with your notebook on your lap or crouching over a coffee table.

PC monitors should be placed at a right angle to the window. It's best to have daylight entering from the side.

Good lighting protects against eye strain.



The top line of the screen should be slightly below eye level.

The monitor should be 50-80 cm away from your eyes.

Your elbows and hands should be in line with your keyboard and mouse.

If possible, use a separate keyboard, mouse and screen.

Your elbows and knees should be bent at a 90° angle.

Your feet should be placed firmly on the floor. Use a footstool if necessary.

Use communication options

Phone calls, emails, video conferencing... try out which options work best for communicating with colleagues and customers.



TIP

Rest and relaxation

Make time for meal breaks and try to spend these away from your desk!

Give your eyes regular breaks by looking out the window from time to time!

Take short breaks for exercise!

Take a power nap!

Structure your day

At work we often have routines and rituals: coffee with colleagues in the morning, team meetings, lunch break, etc., etc., etc... It's helpful to create structures when working from home. Remove anything you find distracting.

Building blocks to structure your day

- Shower/get dressed
- Eat breakfast with your family
- Fixed working time
- Fixed time for communicating with colleagues
- Break: Go out for a walk in the fresh air, coffee break in the garden
- End your working day with an exercise routine



Remember to take a break

No more chats with colleagues over coffee, no more walking to the canteen. But even when working from home, it's important to take short breaks.

TIP

Change your posture when working from home

Stand up or walk around when using the telephone!

End your working day with an exercise routine!

Do a few loosening-up exercises over the course of the day!

30% standing

sitting 60%

10% moving

Get some exercise

You no longer have to travel to work. Gyms and other sports facilities are closed. Make sure you're still getting some exercise each day.

01 Side neck stretch

Start with your feet hip-width apart, toes pointing slightly outwards, and knees slightly bent. Now tilt your head towards one shoulder and stretch the opposite arm towards the floor. Hold the stretch for 20 seconds, repeat on the other side.

02 Chest stretch

Start with your back straight, arms at shoulder height, palms facing upwards, elbows slightly bent. Now squeeze your shoulder blades together. Hold the stretch for 20 seconds.

03 Shoulder stretch

Start with your back straight, clasp one of your wrists, raise your arms above your head and stretch over to the side opposite the arm you're holding. Hold the stretch for approx. 20 seconds, repeat on the other side.

04 Side trunk stretch

Start with your feet hip-width apart, toes pointing slightly outwards, and knees slightly bent. With alternating arms, push upwards with strong movements.

05 Upper back stretch

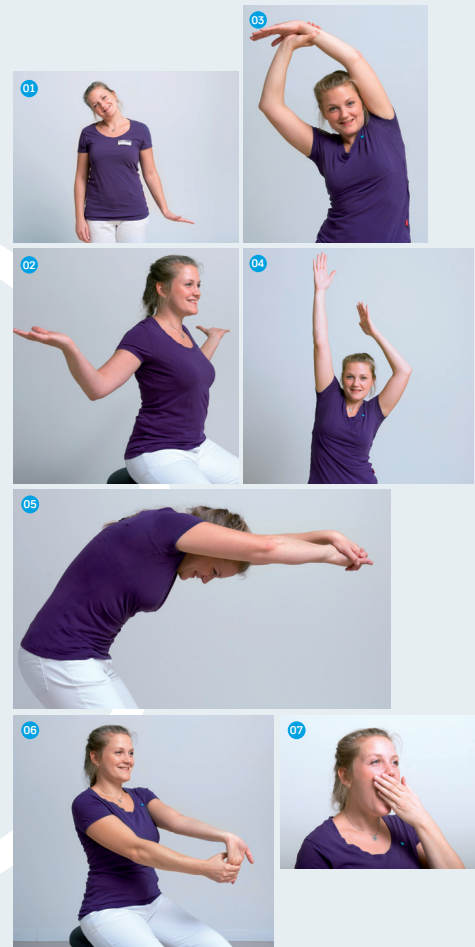
Start with your feet hip-width apart, toes pointing slightly outwards, and knees slightly bent. With fingers clasped, raise your arms in front of you. Stretch your arms forwards and your upper back backwards. Hold the stretch for 20 seconds.

06 Arm stretch

Straighten your back, stretch out one arm in front of you, with your palm facing upwards. With the other hand, clasp your fingers and palm and stretch them towards your body. Hold the stretch for 20 seconds.

07 Yawning and blinking

Blinking helps moisten the eyes and yawning increases our oxygen intake. It also relaxes the diaphragm, face and neck muscles!



Relax after work

Working from home can blur the lines between work and home, making it all the more important to switch off after work.



osh because we care



thyssenkrupp