

# Healthy ways of working from home, how do you do that?

## Here are a few helpful tips in a row

### 1. Routine

Ask yourself what you normally do and do the same at home. Use your regular routine from the moment the alarm goes off. Do not sleep longer than you normally do.

### 3. Breaks

Make sure to also plan your coffee, tea or lunch breaks. Agree with your colleagues who are also at home, to keep in touch as you normally would, but now online. It is important to "see" each other. It relays better when you can see someone's facial expression. Use an online tool such as Google Hangouts, GoToMeeting, Microsoft Teams or Pexip.

### 5. Make it cosy

You probably miss the fun of working with your colleagues. Make it cosy at home. Buy a bunch of flowers for the table or make daily dates to call or FaceTime a colleague or friend. This way you avoid ending up in social isolation.

### 7. Silence

Working from home means you can concentrate better. Make agreements about noise and who sits where in the house if there are more people at home. Close doors if that works better. Is it too quiet? Then experiment with some background sound such as music or White Noise, whatever works for you.

### 2. Planning

Because you have no commuting time, you have extra time to spare. Spend this time planning your day. Make an overview of the work you can accomplish today. Keep it simple. Maybe you can't do everything you normally would. Accept it and come up with alternatives that you normally wouldn't get around to. Use the extra time that is freed up.

### 4. Work Space

Set up your workplace at home. Keep it simple and find a place where you can sit, stand, walk and use your phone and / or laptop. Don't immediately check which guidelines your employer must comply with when working from home. There are of course such guidelines and they are also important, but that applies to structural working from home. For now, we need to improvise with each other.

### 6. Work Space Layout

A standard kitchen table is too high for office work for most people. This puts more strain on your neck and shoulder muscles than usual. Do you have a chair that is not adjustable? Then use a pillow so that you sit a little higher and are able to relax your shoulders. The recommendation is that you can work a maximum of 2 hours per day on a laptop (6 hours on a desktop), the reason being that the screen is attached to the keyboard. This provokes a stressful working posture, especially for the neck and shoulders. Therefore, use a separate keyboard and mouse and place your laptop higher. If you can't, it's even more important to take regular breaks. Sit behind your laptop for a maximum of 1 hour and then stand up or walk around for a while.

## 8. Extra time

You will notice that you now have time to spare. There are fewer meetings and spontaneous contact moments than usual. Your work is finished earlier. It is more relaxed and leaves space for other things. Take a walk outside, walk the dog or take a power nap. But stick to your schedule and don't get distracted for too long. Be disciplined about your phone and online media. If you find it challenging, make a schedule for when you look at your phone, turn off notifications on your laptop or phone, or turn on silent mode during your working hours.

## 10. Good conversation

Are you a manager? Use the extra time for a good conversation with your employees. Make use of this valuable time to get to know each other better. You can make a difference by offering a listening ear and inspiration.

## 12. Adjusting

See this as a challenge on how to study and work at home with children. Maybe not everything works, but what certainly works is that you can show each other what you normally do during your day. You and your child or children can look at assignments and teaching materials together and they get to see what you normally do.

**TIP:** Ask your child to draw or record a video solution for a problem you have. Children often have very good ideas for problems that you cannot solve. Try to (temporarily) let go of certain things such as your working hours. Maybe you need to adjust your hours such as starting a little earlier or working later at night (in consultation with your employer) because you need to spend more time with your children during the day.

## 9. Children

This is a good time to get going with your kids. Explain that now is not a holiday even though the schools are closed. You do not have a holiday yourself and you also work from home. Together, you then plan when to work, play and relax. Of course, this depends on the age of your children, which level of school and what the school can do remotely.

This is also a moment of learning how to share. Most likely there is not a laptop for everyone in the house and you have to make agreements to share.

## 11. Try something new

Working from home has great advantages, but is not suitable for everyone. And working from home in these circumstances is also unique. Think of it as an opportunity to try something out. Maybe this is the start of a different way of working that suits you, your family and your type of work better.

## 13. Stop on time

If you work from home, the pitfall is that you keep on going. Stop on time and make sure you start fresh the next day. People often skip exercising, but it's important. It provides a clear mind and gives you renewed energy.



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