

2020 CAMPAIGN WORK WELL + LIVE WELL

How to Optimize Your
Work-From-Home Experience



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Work Well + Live Well Campaign

With many of us working from home due to COVID-19, we continue to settle in to this new normal and chances are your temporary office could use a few tweaks. This guide will help you set up and update your current workstation to be more ergonomic, energizing, and efficient.

CONSIDER LOCATION & ERGONOMICS



Within the first few weeks of isolation, you may have changed your workstation location several times trying to find the best spot that provides comfort, natural light, and few distractions. Below you will find tips to enhance your current workstation for maximum comfort and to avoid undue neck and back strain.

Pick the Location: Choose a room or space where you can minimize distractions and designate it for work, whether that is a spare corner that receives natural light or the dining room table. Try to avoid setting up your workstation in leisure areas, like the bedroom or on the couch.

Adjust the Seat: When seated, your forearms should be level with your desk and your hips should be slightly higher than your knees with your feet planted on the floor. Using a firm pillow, or folding towels, you can raise your sit bones to achieve the correct position and properly support your lower back.

Adjust the Keyboard and Mouse: Your elbows should be bent at a 90-degree angle with your wrists straight and upper arms close to your body. Your mouse and keyboard should be close to your body and flat on the desk.

Adjust the Monitor: When looking straight ahead, the top of your monitor should be at eye level, or slightly below, so that you are gazing down toward the center of the screen. Remember not to sit too close to the screen. Your eyes should be at least 24 inches or arm's length from the computer.

ENERGIZE YOUR SPACE



Now that you have a more ergonomic workstation, it is time to customize your space and surroundings. A perk to working from home is that you can design a space that works for you without disrupting your colleagues. A few simple ways to energize your space are included below.

Incorporate Nature: Your environment has a direct impact on your energy and mood. Adding plants to your workspace can help keep you grounded and feeling refreshed. Depending on the type of plant, it may even improve the air quality in your home. If real plants are not an option, try changing your desktop background to landscape or nature photos.

Brighten the Space: Different colours elicit different types of moods and energy. For example, blue hues can boost creative thinking. Brighten your workspace with your favourite art, photos, or other items that bring you joy.

Set the Tone: Sound can have a profound impact on your productivity and mood, so whether you prefer an upbeat playlist, white noise, or instrumental tones, setting a background playlist can be beneficial for continued focus.

Invigorate Your Senses: Smells can inspire creativity and bring a sense of calm to your workspace. Diffuse your favourite essential oils or burn a candle.

CREATE & MAINTAIN EFFICIENCIES



It can be difficult to be efficient with more distractions, less accountability, and less communication than when working in the office. Try incorporating some of these tips for a more productive work day and to help avoid burn out.

Prepare the Night Before: Make a to-do list in the evening so you have an outline for the day ahead. This will make it easier to get started the next morning and your schedule will feel less daunting.

Maintain a Routine: How you choose to spend the first hour of the morning can set the tone for the rest of the day. Set an alarm and try to get up at the same time each day. Have breakfast and do something for yourself before you start work, whether that's listening to your favourite podcast or [doing a quick workout](#). Then shift to work mode and review your list of tasks for the day. Routine helps reduce mental fatigue and will set you up for success.

Take Regular Breaks: Schedule personal events or reminders to step away from your workspace. A quick dose of fresh air, sunlight, and avoiding screen time can help you feel refreshed and provide a mental break.

Move Throughout the Day: Stretching can help counteract the effects of bad posture and energize you throughout the workday. Try incorporating [these stretches every hour](#).

Mind Your Mental Health: With so much uncertainty amidst an evolving situation, many people are feeling overwhelmed and isolated. Simple strategies like [journaling](#), [practicing self-care](#), and reaching out to loved ones can help. Refer to the [Guide to Mental Wellness Resources During COVID-19](#) for more information and helpful tools to better manage stress and anxiety.

ADDITIONAL RESOURCES

[5 Basic Things Everyone Needs to Work Well at Home](#)

1. Natural Light
2. Comfortable Temperature
3. Good Air Quality
4. Comfortable Furniture
5. A Strategy for Minimizing Distractions

[Work-From-Home Ergonomics 101: Setting Up Your Remote Office](#)

[65 Home Office Design Ideas That Will Inspire Productivity](#)

[25 Best Indoor Plants to Add to Your Home This Season](#)

[10 Work-From-Home Productivity Playlists](#)

[How to Improve Time Management Skills](#)

[Free Home Workout Apps and Videos](#)