

## Hack Your Home Office Tips for Working from Home



### Suddenly Working from Home?

Working from home now is new to many of us. We usually bounce from place to place in normal times, but now, we have to make do with what we have at home. Here are some pointers & hacks for working from home in a healthy manner. Get creative with what you have around the house to set up a home office.

*View of my work at my kitchen table. I share an office with my husband, so when he is on a call or I am tired of whatever news station he has on, I move to the kitchen. – Stephanie Riordan, Steelcase Wellbeing Consultant*



### Overall Wellbeing Help

**Monitor placement.** If you have an external monitor – great...that would be best. But if you don't, get your laptop or surface height up. Use a box to get the screen up to eye level so you are not constantly looking down at your screen. This helps with the experience on video too.

**Use an external keyboard & mouse.** Yes this works with laptops too. You can find these on Amazon and have them shipped direct to your house.

**Find a comfortable chair.** Check out Steelcase Store or connect with your local dealer for availability

**Change postures.** Not everyone has a stand up desk at home. Use your kitchen counter/bar counter for short standing meetings. Or if you want something portable, use an ironing board.

**Give your eyes a break.** While working and focusing on small screens your eyes can become tired. Give them a break by staring at something in the far distance. This is a good time to stare out the window and zone out for 30-60 seconds.

**Set boundaries.** Communicate clearly with those in your household to understand time restrictions, signaling, etc for work. Things will happen, such as a barking dog or spouse walking in a video call, so be understanding & patient.

**Take breaks and move.** Get up and move around the house. Go outside for a few minutes. Do a load of laundry. While on a call, walk up and down your stairs, walk around the kitchen island, walk around your apartment, condo or house. Move to get blood flowing, change your posture and keep from getting stiff. The point is to MOVE.

**Stay connected with others.** Use this time to turn on Teams and work virtually with a co-worker. It will keep you connected in this time of what feels like isolation.

**Drink water.** Stay hydrated.

**Investigate your ideal way of working.** Try working 45 minutes on, 15 minutes off.

**Keep a journal.** Jot down your feelings, thoughts about this uncertain time. It's a great way of releasing stress & concerns.