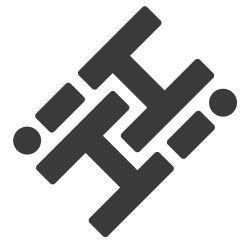


# How to Get the most out of Home Working



There have been plenty of pieces written about home working since the pandemic forced companies to shut their offices, but more attention has always been paid to helping businesses transition. This article seeks to redress the balance and provide practical tips on how individuals can set up their home working spaces to keep them comfortable, productive and healthy.

## 1 | Create a comfortable space

When you're at work, your setup is as ergonomic as possible. Clearly, to be as productive at home, you should have a similar set up.

A comfortable and supportive chair is essential. We'd recommend talking to your employer about re-creating as much of your office setup as you'd like, at home.

## 2 | Get away from your desk

We spend a fair amount of time in the day away from our desks. Whether it's walking to meetings, heading over to a colleague's desk, or just taking 5 minutes to get a drink, we tend to move around.

Working from home can mean these movements decrease. Taking regular breaks is essential for your mental and physical wellbeing. Taking a break to stretch your legs for a short period of time can really make a difference to your health and your productivity.

## 3 | Keep your privacy

While you can use your own mobile phone for work calls, there are some privacy concerns involved. For example, a customer may try to call you directly, rather than going through official routes.

Most modern business phone systems come complete with an app for mobile phones. These apps usually allow you to display a company number, keeping your personal number private and helping you to maintain a separation between work and personal time.

## 4 | Stay in touch

It probably goes without saying that we've become more distant over the past year. For that reason, it's incredibly important to keep in touch. While chats over great applications like Microsoft Teams have their merit, there remains something more personal about giving someone a call. We encourage our managers and teams to call one another for more informal catch-ups periodically as a way of truly keeping in touch.

## 5 | Make sure you switch off

One of the most commonly cited struggles for those working from home is the challenge of knowing when to switch off and how to separate home-life from work. If you are using mobiles, then using a phone system app can allow you to effectively log off each day, so that you are only contactable by colleagues and customers during your working hours.

