



3 Tips to Staying Productive, Active, and Healthy While Working From Home

As the COVID-19 pandemic continues, and it becomes likely that working from home is a long-term working condition, it's important to make working from home work for you.

That is why we've done the research, and we've narrowed everything you need to know into a helpful checklist. These are the three things you can do to ensure that you're staying healthy, staying motivated, and staying productive even in these new working-circumstances.

1. Allocate a workspace.

Working from home can be difficult to navigate. Perhaps, before now, you've never had a dedicated workspace in your home, and your new office is your couch at home, or a corner of your dining table. What you may not realize is that an inadequately-made workspace can be leading to increased muscle pain and decreased productivity.

That's why, although it may be tempting to work in the comfort of your living room, it is important for you to **have a designated workspace**. We recommend that your designated workspace be more than a chair at a desk - it should be an area of your



home, sectioned off, and big enough that you can move around without feeling confined. We recommend it be far from distractions to increase productivity, and that it's near a window, so that you get some natural light as well.

However, having the workspace itself is only part of the solution. If you want to ensure that you stay healthy and pain-free, it's important to **have the right equipment**. The right equipment may include:

- **A standing desk** - This will allow you to beat that sedentary office lifestyle by alternating between standing and sitting throughout your day, which has been proven to improve overall health.
- **An adjustable chair** - An adjustable chair will ensure that your back is aligned and you are properly supported while working.
- **A laptop stand** - A laptop stand will help ensure that that your monitor or laptop is at an appropriate height to avoid injuries or strains.

But it doesn't stop there. Everyone's body is different, and will require different customizations to ensure that you stay healthy. That's why it's important to **make sure that the adjustments are correct**.

- **Desk height** - Optimal desk height is dependent on your specific measurements. When adjusting your standing desk, make sure that it is at the same level as your elbow bent at a ninety-degree angle. Ergonomyx has developed a [Smart Sit-and-Stand Desk](#) that makes this easy. App-based routines make it possible for the desk to change to a standing or sitting position at heights that match your specific measurements. Furthermore, it will happen automatically, based on your routines synchronized through the app.
- **Seat height** - We recommend adjusting your chair so your feet are planted flat on the floor, and your legs are bent at a ninety degree angle. Your back should be fully supported by your chair.



- **Monitor placement** - It is important to place your monitor somewhere that takes care of your head, eyes, and neck. It should ideally be an arm's distance away from you, the screen should be directly in front of you, and your eyes should be aligned with the address bar in the browser.

2. Structure a workday routine.

Routine is important to productivity. Having a standard routine that you can fall back on will make you more efficient and increase your motivation.

One thing you can do to maximize productivity is **plan your workday in advance**. Before clocking in, it can be useful to create a checklist of goals and tasks for the day. By doing this daily, you can create an efficient routine, and it helps you prioritize your tasks based on importance.

One other thing you can do to stay on-task is **check your email at designated times**. It can be tempting to check your email first thing in the morning, but this can form a habit of having others dictate your work priorities for you. It can be useful to, instead, pencil in designated times to check and respond to emails. For example, deciding you will check your email at eleven in the morning, two in the afternoon, and four in the afternoon, can help create structure in your workday.

It is also useful to **juggle between tasks throughout the day**. It can feel monotonous when you're doing the same sort of tasks over and over, and it can sap motivation and give you lacklustre results. Rotating the sort of tasks you do throughout a day can keep things fresh and keep your motivation up as you work.

We recommend that you set a **sit-stand-move routine**. In order to follow through on this, you may need to invest in a standing desk, but it is a great asset when structuring your workday routine. Along with



the [Smart Sit-and-Stand Desk](#), which can help you get on your feet while at work, Ergonomyx has developed a [Smart Under-the-Desk Bike](#), which can help keep you moving throughout the work day. With the Under-the-Desk Bike you can keep moving, and burn calories, while staying focused on your work. It also connects to the Ergonomyx app, which is designed to take the hassle out of remembering your routine, and does all the work for you.

3. Foster an office-like environment.

One of the main things that people miss out on when working from home is the ability to separate their work from their home-life. When you leave the house every day to go to work, and then come home at the end of every day, there's a clear separation between what time you're working and what time you're home. These separations can easily become blurred when the line between work and home may only be an open tab on your laptop, which can make you feel like you're at work all day, or like you never get as much work done as you used to.

To combat this, one of the most important things to do is to **maintain regular hours**. This means continuing to wake up at the usual time to go to work, and, once you are working at your office station, keeping your hours as normal as possible. If you normally take a break at 10am, and have your lunch at noon, stay consistent and do the same at your home office. Keeping a routine is key to staying productive, and it also ensures that once you are off work, you won't feel pressured to keep checking in after your work hours are finished.

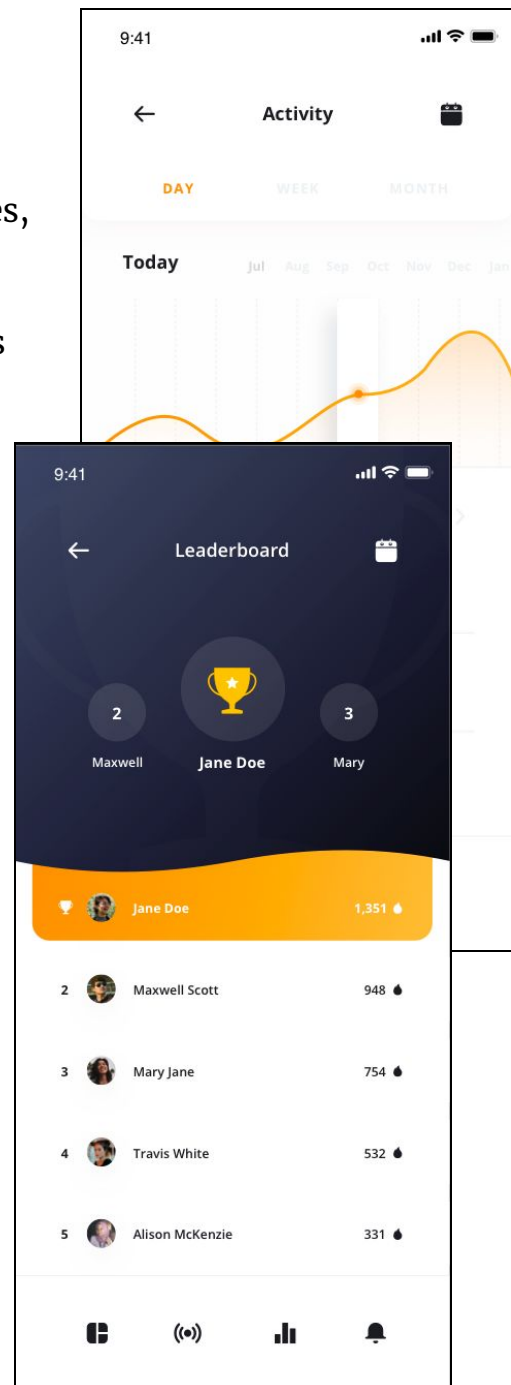
Another important thing to do is **schedule frequent breaks**. Often, a commute to work allows for some physical activity and fresh air before and after working hours, maybe you even used to pick up a snack or coffee on the way. It's easy to feel unmotivated when you suddenly find yourself lacking this.

To combat this, make sure you make time to sit, stand, and move throughout the day. If you're feeling stifled, take a walk around the block and get some fresh air. If you're feeling hungry, get a snack and have it at your desk. It's important to maintain a balance of activity and work throughout the day. It will help you stay healthy, and help your motivation as well.

If team connection is important to you, you may want to make extra effort to **prioritize communication**. One thing that people miss out on when working from home as opposed to an office environment is the camaraderie of working next-to, and with, coworkers. Lacking that team morale and collaboration can be just as detrimental to motivation as lacking physical activity and fresh air.

We would recommend setting daily or weekly virtual meetings with coworkers and colleagues, to help everyone stay up to date on the company's overall goals, and everyone's accomplishments throughout the week. This is also a good chance to ask questions or get clarification on tasks that have been assigned, and is a good way to keep the company and message intact.

There are also several apps one can use to stay in touch and encourage camaraderie with coworkers. You can use certain chat applications to encourage productive conversation throughout the day. As well, Ergonomyx has developed [an app](#) that gamifies office health, and can encourage friendly competition within an office environment. It ties together Ergonomyx's ecosystem of office equipment designed to keep you active and healthy, and allows you to compete with friends and coworkers, and helps keep a healthy rapport, as well as a healthy body.



Using these three tips, you'll be able to maximize your level of motivation and productivity, without sacrificing your health or your off-time, and all from the comfort of your own home. Try some of the tips we've mentioned - and tell us on any of our social media pages how working from home has been for you, and don't forget to visit [our website!](#)



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