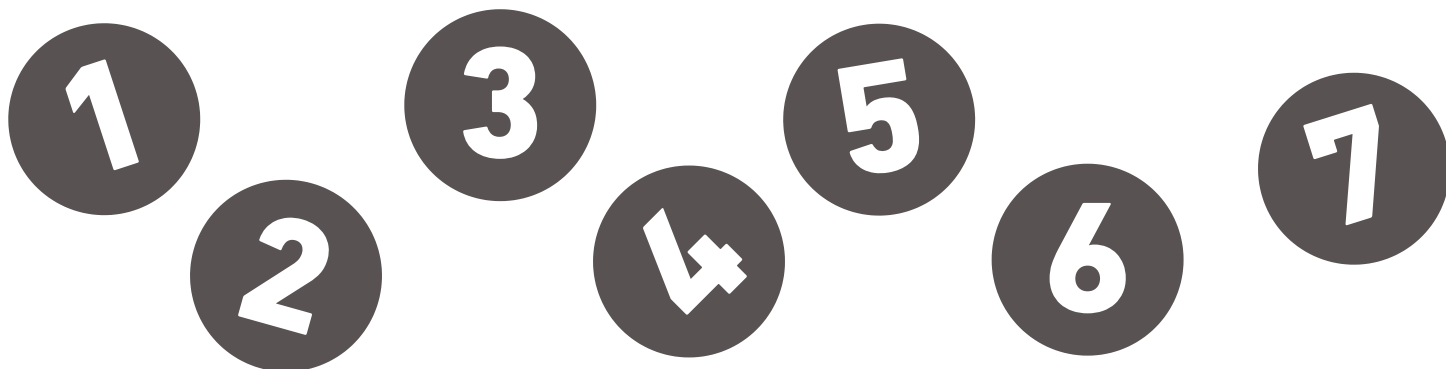


7 TIPS

for those working from home during the coronavirus period



ARBEJDSMILJØSEKTIONEN
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introduction

While we are working from home during this period of self-isolation due to the coronavirus, we must get used to working from the dining table, the sofa or the guest room.

We come up against work-related challenges because we do not have our usual facilities available, and when you are not used to working at home, it can be difficult to create new routines.

Our need to be part of a community will also be challenged, as our opportunity for movement and daily contact with colleagues has been limited. This calls for new ways to contact each other. Skype, phone calls, Yammer and chat have become our daily interface for contact, in addition to emails.

There is also a big difference between working from home for a longer, sustained period, rather than a planned and well-defined day of working from home. This demands greater planning, coordination, cooperation and motivation.

The body feels best when it's moving — that's what it was created for. When we are at home in particular, we miss out on the natural breaks that occur during an ordinary working day, e.g. when we participate in meetings, interact with colleagues and take coffee breaks. Maintaining some of our routines at a distance requires creativity.

Read these 7 tips and be inspired to plan your workday at home and make the most of it.

1

Establish a defined working day

Make a plan for the day's work and decide what time of day you will 'go to work'. Feel free to use the Outlook calendar and autoreply (when needed) as a starting point. This provides visibility for your colleagues and any team you might be collaborating with.

2

Create balance in everyday life

Strive to create a day where work, leisure and rest can be kept separate. Perhaps make sure that your family and your colleagues know your schedule and when it is best to contact you.

Turn off your phone and gadgets and focus on creating a work-life balance - even when you are working at home.

3

Arrange your workplace

Make sure there is space to rest your forearms.

The weight of your arms makes up a large proportion of your total body weight, so a lack of support will feel like a strain on the body, resulting in neck and back pain.

4

Introduce break routines

Avoid sitting still for more than 45 minutes at a time. Switch between work and practical tasks in the home.

- To vary your sitting position, you can e.g. sit on a cushion or ball
- Take a lunch break and spend the same amount of time as you normally would. There is no canteen to set the framework.
- Get some fresh air during the day and air out your room.

5

Stay in touch

It is important to maintain social and professional contact, so be sure to talk to your colleagues. You can do this by e.g.:

- calling, rather than sending an email
- drinking "virtual coffee" over Skype, e.g. for 5 minutes
- agree on joint activities with a group of colleagues over Skype.

Move

6

If your opportunity for movement is restricted, you can increase it by:

- holding conference calls standing up, or while you go for a walk
- going for a bike ride or a walk every day
- doing some exercises.
- standing up using an ironing board or something else with a suitable height as a table..

The advantage of focusing on movement during your working hours is that you:

- have a break from the daily routine
- prevent common ailments
- reduce muscle and joint pain throughout the body (physical activity has an analgesic effect)
- achieve better performance as physical activity increases the power of concentration.

7

Talk to your manager

Working from home is not necessarily easy, so align your expectations regularly and talk to your manager if you have any issues, in order to maintain your motivation and commitment during this period.