

# Emma's tips

for dealing with hybrid working...



## Move more and take breaks

Don't sit for long periods, regular movement is important. Get up from your chair 2-3 times an hour for 30-60 seconds or 5-10 minutes every hour and perform micro exercises (simple chair based movements) for 2 minutes in every hour.



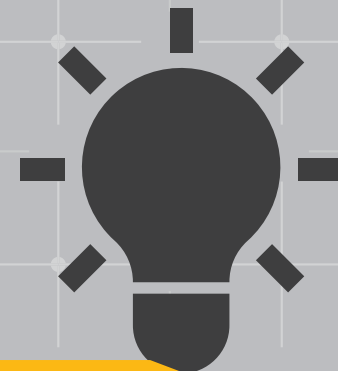
## Stand up

Standing to work can help to keep you mobile and moving. A standing desk is ideal or alternatively, put your laptop on any flat surface at a standing height. A good regime could be 20 minutes sitting, eight minutes standing, two minutes moving.



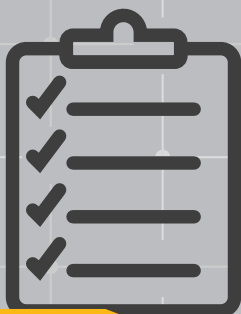
## Create the right environment

Temperature should be comfortable, ideally between 21 -24 degrees. Let fresh air in to improve air quality – consider air purifiers or humidifiers. Plants and day light can improve your atmosphere and improve productivity.



## Lighting

Illuminate the work area rather than the screen, add a lamp if necessary. Ensure there is no glare or reflection on your screen. For every 20 minutes on screen, spend 20 seconds looking at something 6 metres away - to minimise digital eye strain.



## Organise your day

Routine and scheduling can keep you grounded while a "to do" list and goals can keep you focussed. Remember to sleep well and get enough "down time". Gentle exercise and time outside are very good for both physical and mental wellbeing.



## Declutter your space

Organise your work files, magazines and other materials into labelled storage boxes and desk drawers so that you can reduce clutter and find things quickly when you need them.