Preparing for extended **flexibility in the workplace.**

An employee's guide to remote working.

Due to recent global circumstances surrounding COVID-19, businesses and their employees are now facing the unique challenge of migrating to a remote workforce. Here are our top tips for employees when working remotely.
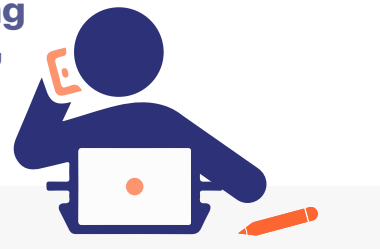
Ensure your workstation is set up for success.

Establish a designated workspace.

Aim to find a space that's well-lit, properly ventilated and free from distractions. Investing in a comfortable chair and appropriate ergonomic accessories is recommended.
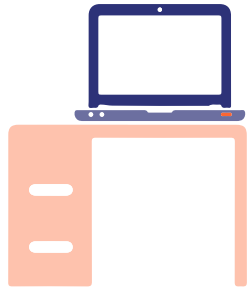
Have everything you need, within arm's reach.

Safety first.

Maintain good posture.

It's important to maintain good posture throughout the day, especially when you're doing sedentary work for long periods of time.
• Keep your laptop or monitor at eye level.
• Pull your shoulders back and keep your back flat against the chair.
• Rest your feet flat on the ground and avoid crossing ankles or legs.
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Take regular breaks.

Schedule regular breaks away from your computer screen. It's recommended that you take a 5-10 minute break every 60 minutes, so set a reminder and use this time to get some fresh air or a bite to eat.

5-10 mins

Stretch.

It is important to move and stretch your body to reduce aches and pains associated with sedentary work. Try these stretches which you can complete at your desk.

Keep in touch and on track.

Utilise chat and conferencing tools.

It is important to keep lines of communication open when you and your team are working remotely. Programs like Microsoft Teams and digital conferencing tools like Zoom are great to keep you in touch and on track.

zoom

Plan ahead.

Project management tools like Microsoft Planner are a great way to keep you and your team organised and informed. They also provide visibility over workload, allowing you to allocate your time effectively and plan ahead.

For everything your workplace needs to work remotely, shop our range at **winc.com.au** or call **1800 791 250** to speak to a Technology Specialist.

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