

WFH 101

A beginner's guide to remote working

As the new normal sets in, it's important that we learn to adapt to remote working. This is a guide to make sure you have the right tools, the optimal working environment and the right know-how for a fruitful and productive Work from Home experience.





Define Your Workspace

With your personal and professional lives in such proximity, it's important that you draw the line. Identify a room or space in your home that is solely dedicated to work. No, the bed is only for sleeping and not for work. More on that later.

Light It Up

Light can influence your mood and productivity. It's proven that those who work in naturally lit environments are more productive. Make sure you're facing the light source so that your colleagues can clearly see you on video calls.



Space It Out

Make sure your workspace has some room for you to walk. Get up from your desk every now and then and work towards your daily goal of six thousand steps. Pacing around can also help with an idea that you're struggling with. Talk about thinking on your feet.

This Looks Neat

Keeping your workspace tidy can help boost your spirits, saves time and improves efficiency. Have an organised system of keeping things in their place and replacing them after use. Keep your essentials on your desk, within an arm's reach. The rest goes in the desk drawer to keep your space clutter-free.



Shut Shop

Know when to call it a day. Cut out distractions, focus on work and finish on time so that you have time for family, entertainment and hobbies. Remember, work smart not hard.





A Device of Your Choice

Choosing the right device is key to remote working. Pick a laptop, desktop or All-in-One PC with the configurations that suit your work needs. Wondering which device to buy? Reach out to Lenovo's PC Pal via phone or the website and get device suggestions based on your needs. Call 1800-572-2224 or visit www.lenovopcpcpal.com

Stay Connected

Make sure your workspace gets strong cellular and Wi-Fi signals. You're likely going to be coordinating with a team over long distances and your phone and laptop are your lifelines. In case of Wi-Fi issues, make sure you have a backup data source like a 4G Wi-Fi hub/dongle that runs on cellular data.



Privacy Practices

Make sure you're safe from malware, hacks and phishing attempts. Follow your company's online privacy guidelines while working from home in order to protect important data. It's also a safe practice to cover your webcam with a privacy shutter when it is not in use.

Accessorize

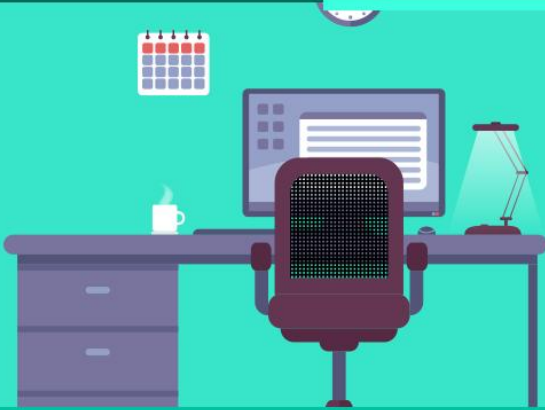
Invest in an ergonomic keyboard and mouse for added comfort over long work hours. A pair of good headphones with a mic and noise cancellation can help you take work calls hands-free.



Make That Two

Having two screens can help eliminate time consuming clicking & glancing back and forth, increasing your productivity by roughly 20-30%.





Got Your Back

Sitting without back support for 8 hours or more can take a toll on your spine. Told you the bed won't work. Make sure you have an ergonomic chair with lumbar support. If not, place a towel roll between your lower back and the chair. Place a pillow or a bedsheet on your seat for comfortable cushioning.

Setting Your Surface

Work on a flat, hard surface like a work desk. Keep your shoulders relaxed and have your keyboard and mouse close to your body with your elbows above your wrists. Make sure your monitor/screen is at eye level.



Switch It Up

Stand up and walk during work calls. Use a height-adjustable desk to stand and work. You can also place your laptop on a higher surface like a filing cabinet or a kitchen counter. Cradling your phone between your neck and shoulder can lead to pain in both joints. Use a pair of headphones to take calls instead.



Stretch It Out

Take a micro break every 30-40 mins to stand, stretch and move around. Squeeze a soft ball to relax your hand muscles. Practice the 20-20-20 rule. Every 20 minutes, for 20 seconds, look 20 feet away from the screen. Practice deep breathing exercises twice every day. Consult a physiotherapy specialist to address aches and pains if any.



Hydrate

Keep a bottle of water handy and hydrate frequently. Aim at drinking around 6-8 glasses of water a day. Set reminders in case you forget. Keep your bottle away from your devices and electrical contacts to avoid mishaps.





All Set

Make sure you're ready for the day. Set a proper wake up time, hop in the shower, have breakfast. Do what you'd normally do before setting off for work. Rolling off the bed and getting straight to work is a big no.

Look the Part

Chances are you're going to be on a lot of video calls. Make sure you look presentable for them. You can skip the suit and tie, unless totally necessary. Smart casuals are a good go-to option for work video calls.



Get the Basics Right

Mute your mic on group calls when you're not speaking. The background noise can be a disturbance to the other participants. Make sure you take video calls in a quiet, tidy and well-lit space where you can be seen and heard clearly. Above all, keep conversations brief and focused as there may be more calls and meetings to attend.



Let Them Know

Be available during work hours and respond to calls and texts immediately. Let your boss and your colleagues know when you're away from your workstation.



Cameo Moments

It's alright if your pet or your little one enters your frame during a video call. Laugh it off and maybe introduce them to your colleagues.



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MyPhyzo is one of the biggest ergonomics consultancies in the country. It was co-founded by Dr. Sukrit Debnath and Dr. Megha Arora, the only two CEAS III (Certified Ergonomics Assessment Specialist, Level 3) across India. Their goal is to provide innovative and cost-effective ergonomic solutions to ensure optimum ergonomic match between the worker and the task being performed. They take a proactive approach in order to optimize job performance in the workplace while ensuring employee safety and well-being.

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