

Remote workspace

How to set up a productive work environment in your own home

Work From Home today is established as an additional place to work. No daily commute and saving a lot of time, focused working without disturbing noises - there are many reasons for working at home. But productive work at home also requires an equally productive work environment.



Furniture

The desk

Your daily playground



Why you should chose a qualitative desk over your kitchen table.

- It enables an ergonomic working position
- which increases daily productivity
- and protects your health in the long run.

The traits of a qualitative desk you should look out for.

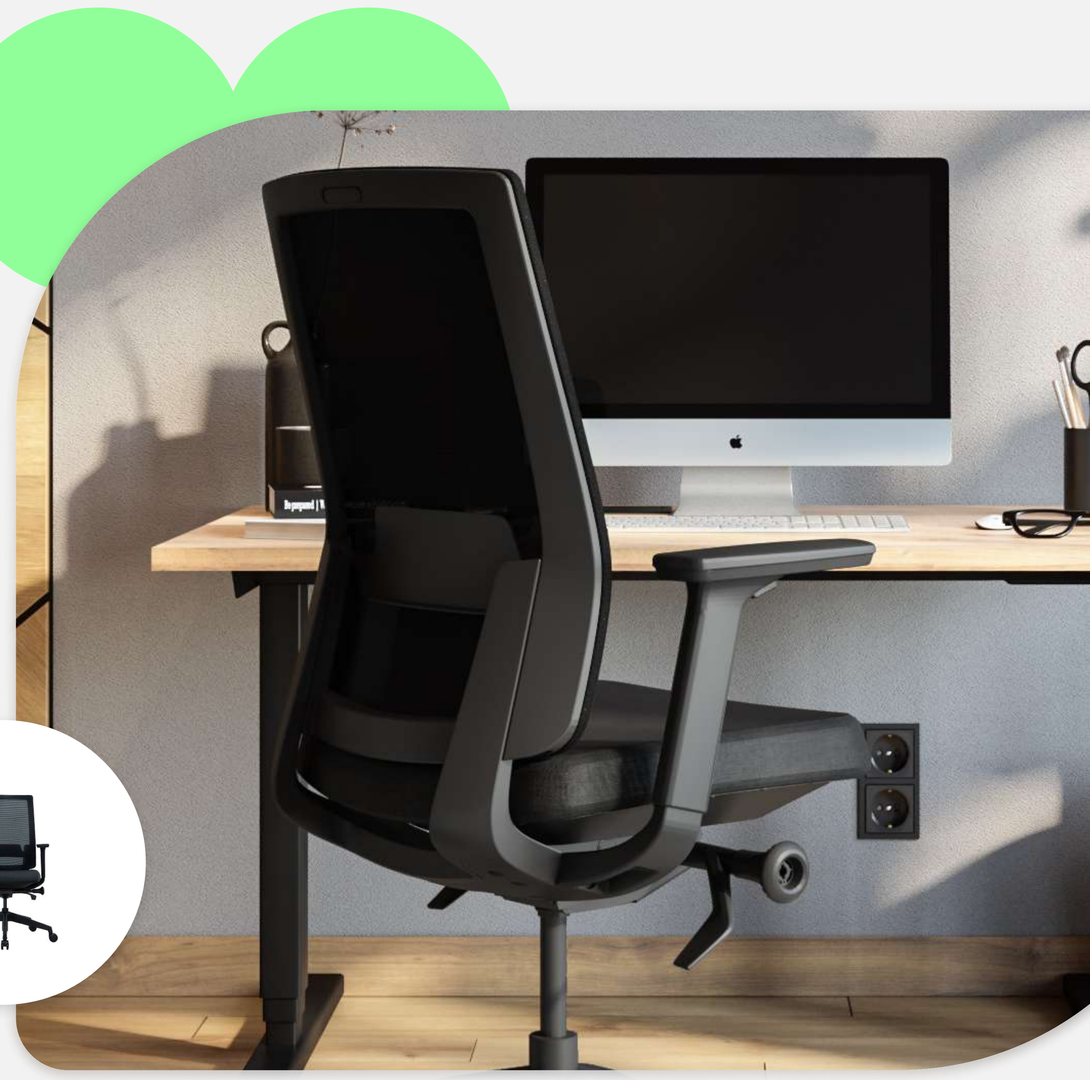
- Make sure it provides enough space, with a width of at least 120 cm or even 140 - 160 cm
- and is height adjustable so that you can change your working position throughout the day.

The chair

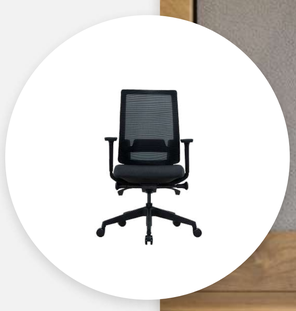
Supporting the body of a champion

Why selecting the right chair makes a difference.

- It supports you to sit in a correct, upright position
- which strengthens muscles and prevents back pain
- while improving your breathing
- ultimately reducing illness, which would lead to absence.



What does the right chair offer?



- It has a height adjustable seat,
- adjustable seat and backrest position,
- adjustable arm rests and
- an ergonomic lumbar support.



The lighting

Bright light for a bright mind

Why the right light is essential in every workplace.

- It improves well-being and health
- and has a stimulating & motivating effect
- which leads to an increasing performance.

What you can use to create a productive atmosphere.

- A desk lamp provides optimal light conditions at the desk.
- Indirect light creates sufficient basic lighting.
- Daylight lamps compensate for lack of natural daylight.
- Professional lighting offers different illuminance levels and light colors.

Storage space

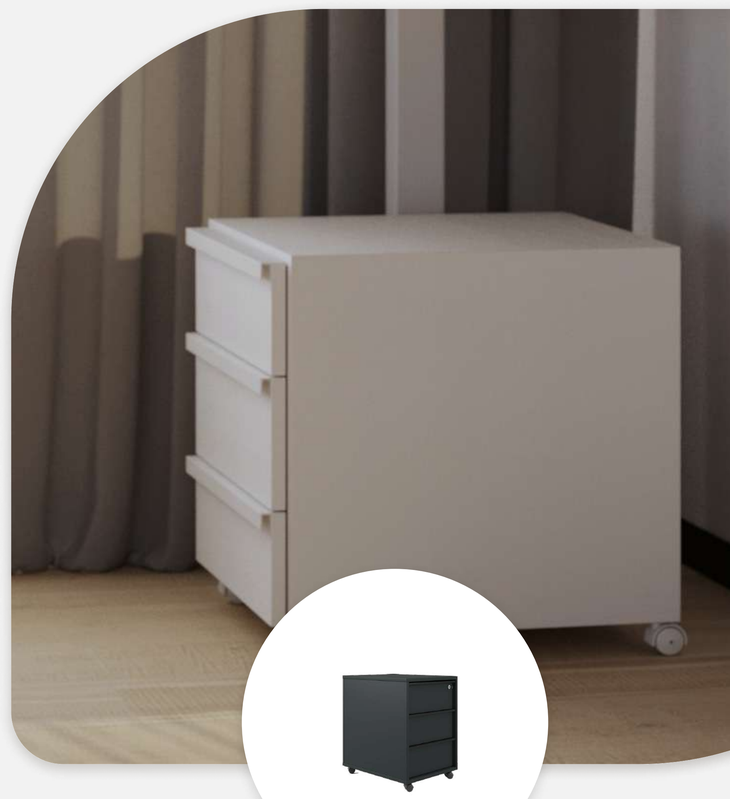
Your friend to prevent mess

Why storage often is the unsung hero
to productivity.

- With space to store documents & working materials
- it is easy to keep the workplace clean
- so you can stay focused.

Solutions you should consider depending on your requirements.

- Pedestals are the right solution when documents and materials should always be within reach.
- Filing cabinets are best if you need to store a lot of documents and folders.
- You need to store confidential documents? Lockable cabinets are the best choice.



Technical equipment



The laptop

Heart of the workplace

Why a laptop is indispensable in the hybrid working world.

- It can be easily transported so that it is easy to switch between the office and home office
- which makes sure that necessary programs are always available
- and you don’t have to regularly synchronise data between multiple devices.

Expand your view

External monitor

Why two monitors are better than one.

- You have more space for running applications and open windows,
- it’s easier for you to keep an overview of all information
- which results in increased productivity.

Work fast, stay healthy

Keyboard & mouse

Use an external keyboard & mouse, because they help you to

- provide better ergonomics at the workplace
- and thus improve the health
- while you increase productivity.

Leave the noise outside

Headset

Don’t miss to add a headset to your stack to

- effectively reduce disturbing noise
- which allows better concentration
- and improved sound quality in calls.

Requirements to work remote

The infrastructure

- Stable internet connection
- Access to the company network

Digital collaboration tools

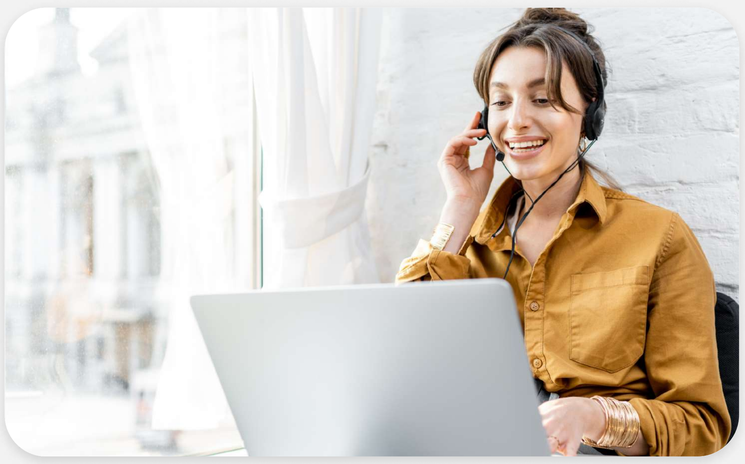
- Messenger-Tools such as Slack, Skype, etc.
- Digital project management tools such as Trello, Jira, Asana

Access to centrally managed data

- VPN connection
- Remote Access Tools such as TeamViewer, AnyDesk, Zoho Assist



Make even more out of your workplace



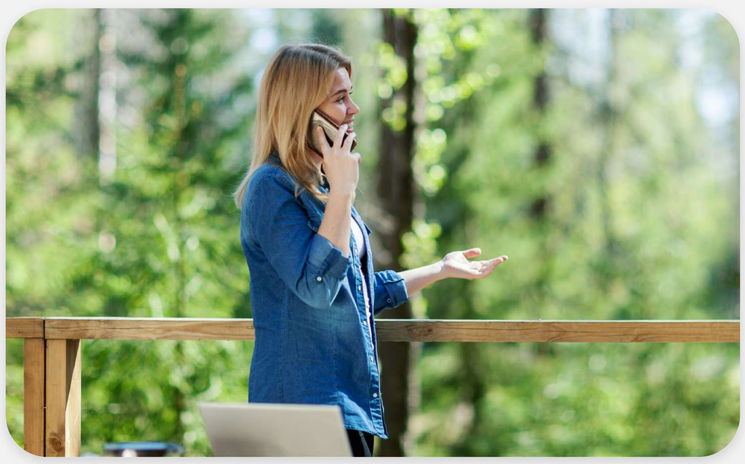
Calm place for a peaceful mind

Noise affects concentration and is harmful to your health. Find a calm place in your home to work. If possible, you should avoid using rooms with passageways or rooms facing the street as a work area.

Fresh air - energy for your brain

If you work for several hours, your brain needs fresh air. Set up the workplace by the window to let fresh air in regularly.

Air-purifying plants help create a pleasant climate that increases the feel-good factor and strengthens the immune system.





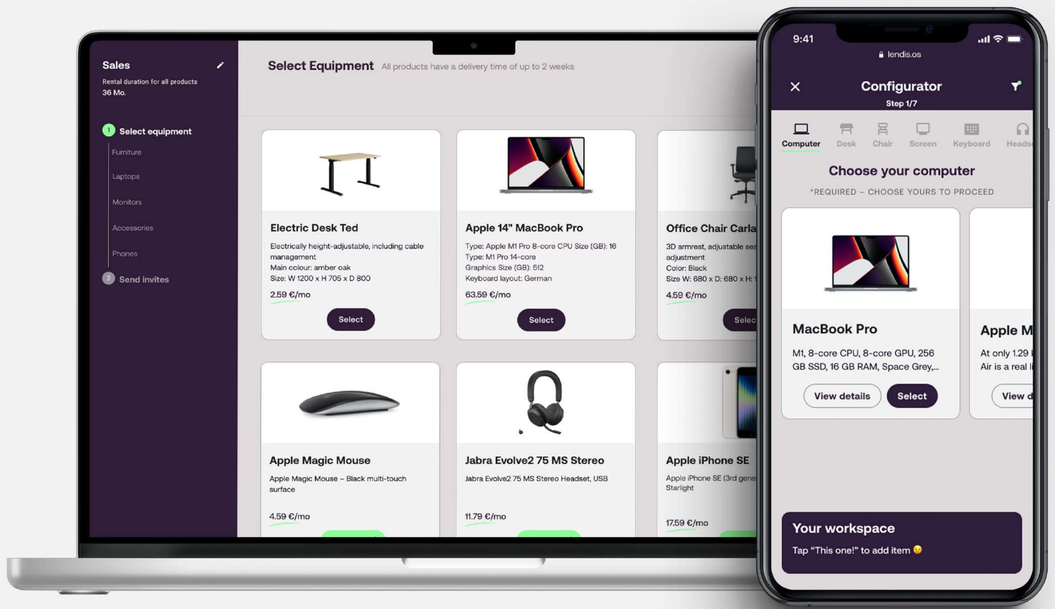
Daylight makes the mood right

Daylight has been proven to improve health and well-being. If possible, choose a room with plenty of daylight for your workplace. Alternatively, you should provide sufficient artificial lighting with desk and standing lamps. Ideally, you use daylight lamps.

Create your perfect workplace in minutes

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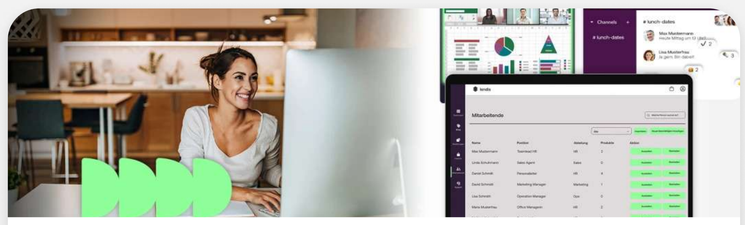
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