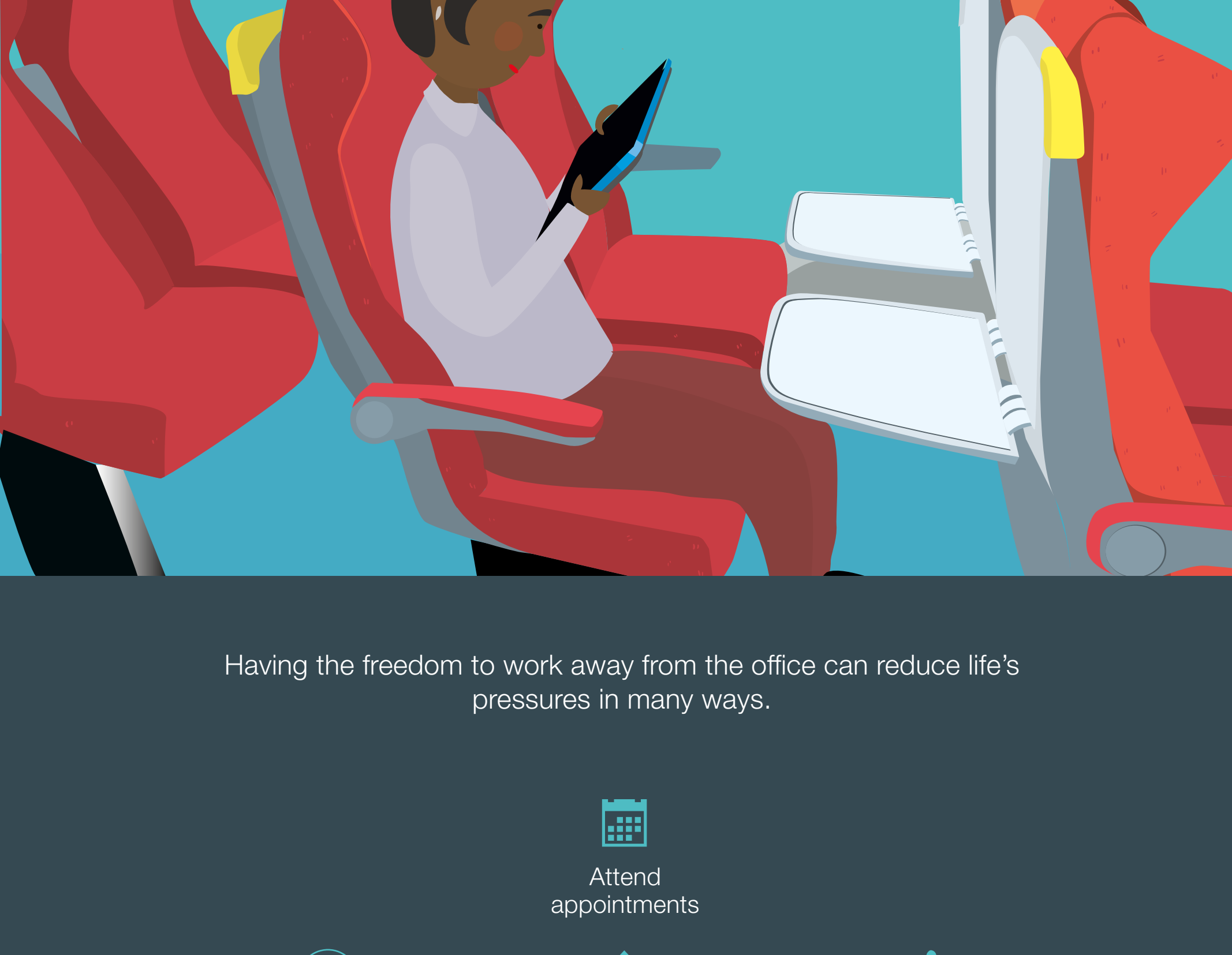
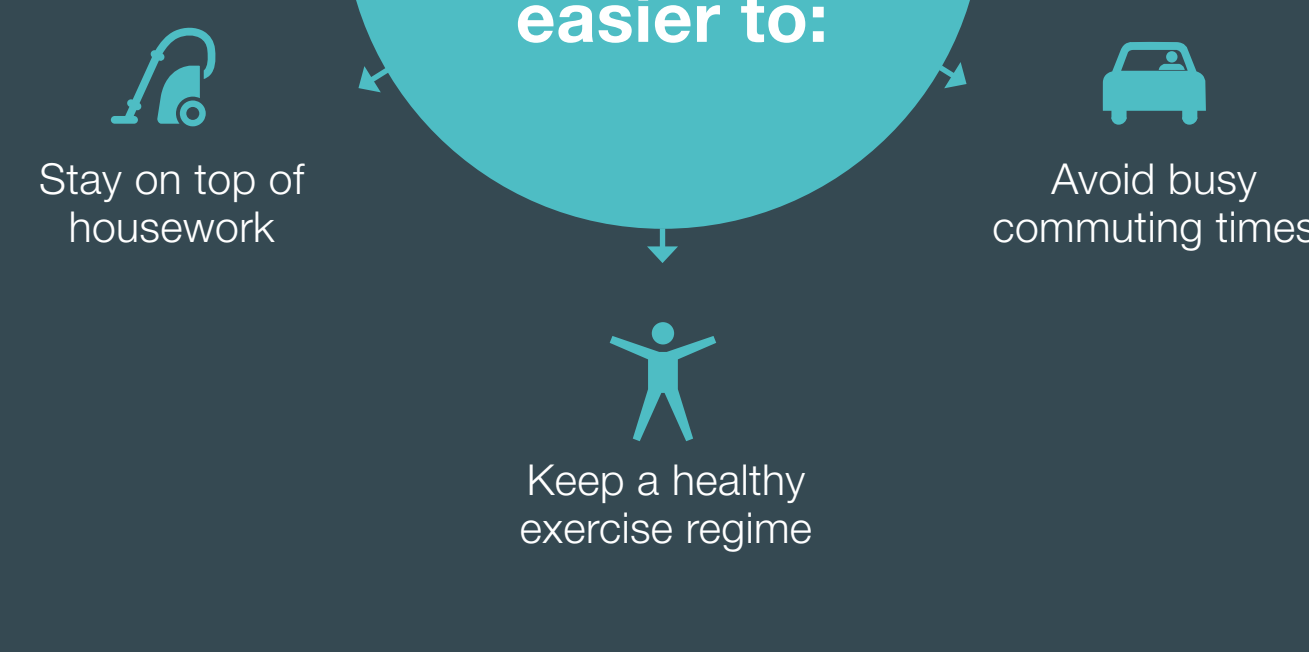


Ergonomics on the go

How to stay comfy, safe and healthy when working away from the office



Having the freedom to work away from the office can reduce life's pressures in many ways.

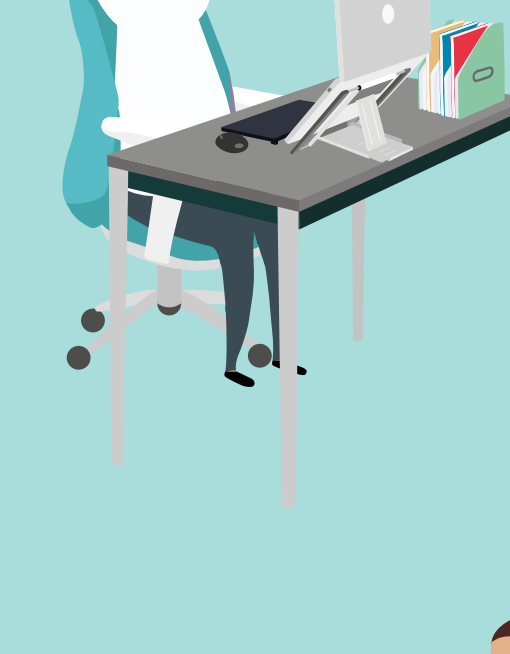


These may be small details, but they can make a huge difference to your work-life balance and wellbeing in the long term. While working away from the office, it's important to carefully consider your posture, positioning and working habits so you can stay as productive as possible.

Key points to consider:



Make sure your manager knows you're working away from the office and where you're working.

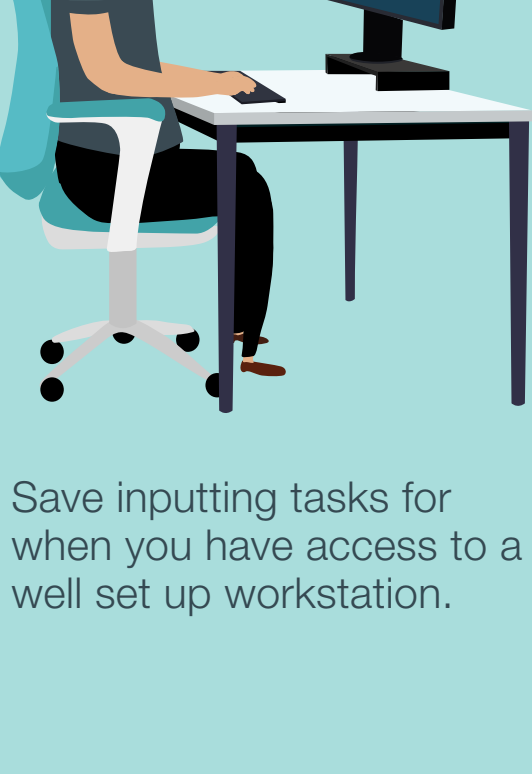


Take regular movement breaks - the worse the position the more you need to move.

Take responsibility for your choices and remember looking after your health is an investment in your future. If you are free of discomfort, you're more likely to be able to concentrate and be productive.



Consider whether your environment is really suited to the task you want to carry out and if not, think about options to improve.



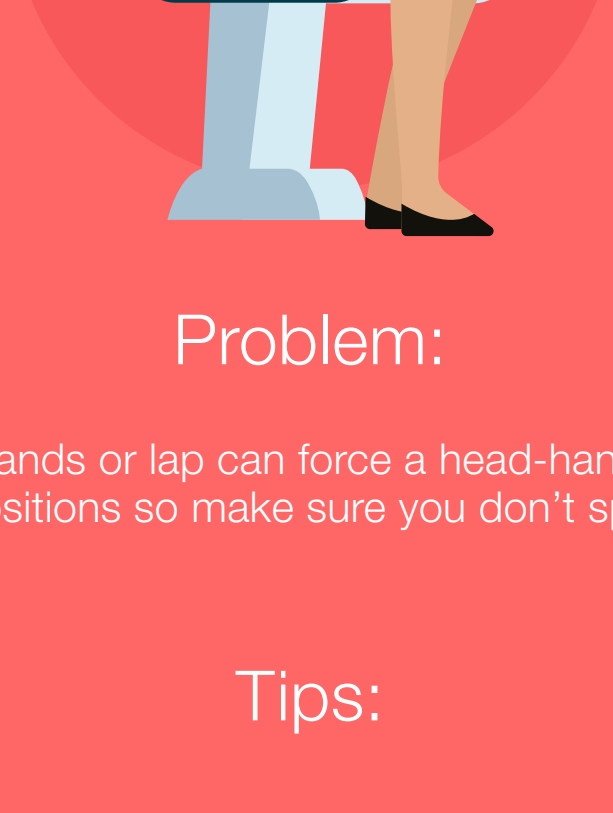
Save inputting tasks for when you have access to a well set up workstation.



Where possible, use hot desks or equipment like laptop stands, mice and keyboards to enable portable equipment to be well set up.

Common out-of-office scenarios

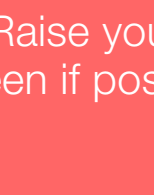
No table, no desk



Problem:

Using devices in your hands or lap can force a head-hanging posture, as well as uncomfortable arm positions so make sure you don't spend too long like this.

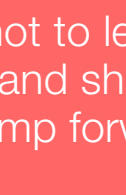
Tips:



Choose quick tasks - like checking emails, reviewing social media, making a phone call



Make calls using voice commands



View your screen for no longer than 15 minutes without a break



Raise your screen if possible



Put your device down and move your hands, arms, head and shoulders



Try not to let your head and shoulders slump forward

Table, but no adjustable chair



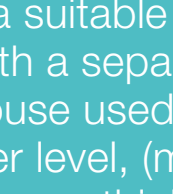
Problem:

Not being able to adjust the height of your chair or workstation means that you're less likely to be able to find a suitable working position as your arms will not be level.

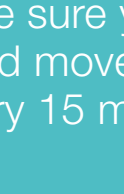
Tips:



Find a cushion to elevate yourself to a suitable height



Use a stand or box to raise your screen to a suitable level with a separate mouse used at a lower level, (maybe on your thigh) to the screen



If you can't improvise a suitable set up, make sure you get up and move around every 15 minutes



Regularly stretch your head, shoulders and arms

Keep moving

Our bodies need to move to function well and recover from work. If you don't have a suitably set up workstation then you can always reduce the risk of discomfort and injury by changing position and moving regularly. Working anywhere in any position for too long is likely to result in aches and pains.

The technology we use on the go - laptops, tablets and phones, are great for keeping us connected and productive, but without the right training and set up, they can have the opposite effect and actually be the cause of dropped productivity.



Match your task to your device

Use this matrix to help you make sensible decisions about how you carry out certain work tasks.

	Phone	Tablet	Laptop	Laptop/tablet with stand and separate mouse and keyboard	Office desktop computer
Reading emails/messages	✓	✓	✓	✓	✓
Reading documents	✗	✓	✓	✓	✓
Short text/email responses	✓	✓	✓	✓	✓
Keeping up to date on the go	✓	✓	✓	✗	✗
Searching the Internet	Short periods only ✓	Short periods only ✓	Short periods only ✓	✓	✓
Directions on the go	✓	✓	✗	✗	✗
Voice inputting	✓	✓	✓	✓	✗ Can be distracting
Document creation	✗	✗	✗	✓	✓
Watching webinars	Short webinars ✓	✓	✓	✓	✓
Conference calls	✓	✓	✓	✓	✗ Can be distracting
Note taking in meetings	✗	Short meetings ✓	✓	✓	✗ Unless set up in room
Spreadsheet creation	✗	✗	✗	✓	✓

Take-away

Wherever you go to work, try to find the best set-up possible for the tasks you need to carry out. Realistically, you won't always be able to achieve the perfect workstation. When in doubt, move regularly and don't spend too long on one type of task.

Browse products suitable for working away from the office at posturite.co.uk/agile-working-products