

HOW TO WORK FROM HOME EFFECTIVELY

6
SIMPLE
STEPS

As a large number of companies implement a working-from-home policy following the emergence of Covid-19, many people find themselves having to adapt to a new routine. Instead of the usual daily commute, face-to-face meetings and lunches with colleagues, the new 'normal' can present productivity challenges due to endless conference calls, at-home distractions and a blurring of the lines between home and work life.

TO HELP YOU FIND BALANCE IN YOUR DAILY ROUTINE, WE'VE PUT TOGETHER OUR TOP 6 TIPS TO HELP YOU GET THE MOST OUT OF YOUR DAY.

1

MAKE
A
PLAN



CREATE A ROUTINE AND STICK TO IT

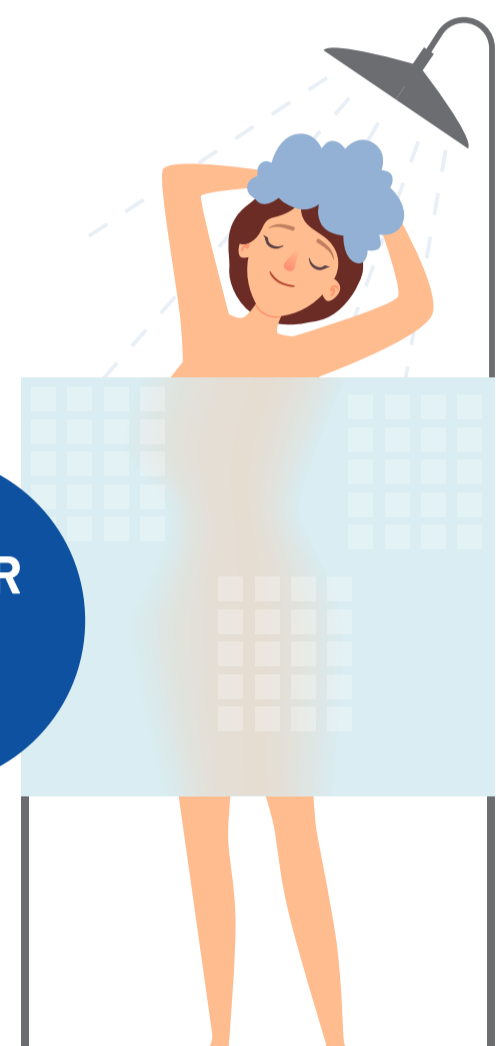
You may not have your daily commute anymore, but that doesn't mean you can't stick to most of your normal routine. Make a plan – what time will you get up, make breakfast, have a coffee, and open your computer to start work? If it helps, make yourself a timetable or even a list of tasks you can tick off. Anything that helps you keep focused is perfect!

2

GET DRESSED AND READY FOR THE DAY

While working from home, it can be tempting to stay in your pyjamas all day. However, having a shower and getting dressed as you would for a typical day at work can create that much needed separation between home and work life. We're not necessarily talking a full suit here, but it can be a much-needed boost to smarten up and be presentable – especially for those video conference calls!

SHOWER
AND
DRESS



3

WORK
SPACE
WITH A
VIEW



SET UP A COMFORTABLE WORKSPACE

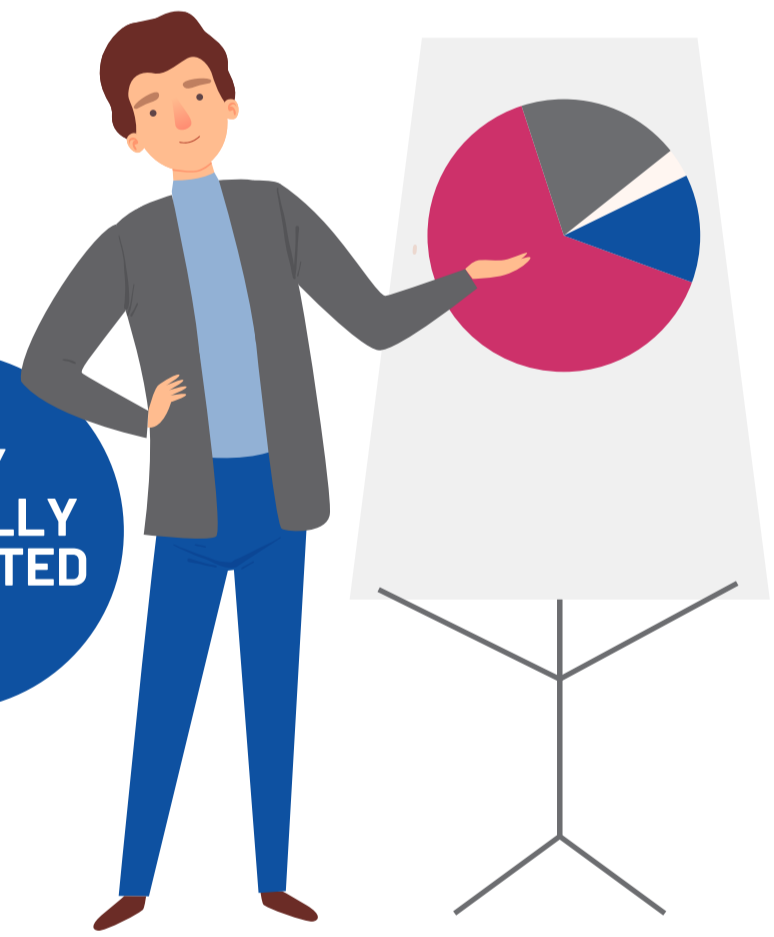
For those with limited space available, it can be difficult to imitate the desk set-up you have at the office – but try to make the best of what you have. It could be your dining room table, or if you must work from the sofa, make sure you're sat up straight with your computer at the correct height, so you don't have to arch your back. A nice view can make all the difference too – why not set yourself up by the window and enjoy the spring sunshine?

4

CHECK IN WITH YOUR TEAM

No man is an island. In other words, you can't do everything yourself. So, like you would when you're in the office, have regular catch-ups with your colleagues. Digital technology has transformed ways of working to enable virtual collaboration, so use it and mix things up – don't just rely on email when there are other platforms that might suit you and your team better. Whether it's for a project status update, to give a presentation, or just to see a friendly face, video calls are the new normal and are a great way to stay connected.

STAY
VIRTUALLY
CONNECTED



5

TAKE A
TIMEOUT



TAKE REGULAR BREAKS

No one can be 100% productive every second of the day, so taking a short break after every completed task can be a great de-stresser. Whether you go for a quick walk, put a wash on or make a coffee, take a moment to check in with yourself and make sure the pressures of work aren't getting too much. While in an office you'd naturally take breaks to talk to colleagues. At home, be mindful of these moments and give yourself a timeout.

6

ENJOY THE OUTDOORS / EXERCISE

The great outdoors – something you may not have appreciated enough pre-coronavirus – is one of the most enjoyable at home and get perspective on your day. Whether you have a ten-minute break or it's your lunch hour, go for a short walk or run (current restrictions permitting). Or why not try out our **at-home workout routine** to get you mobilised? Anything that gets those endorphins going is great for your physical health, as well as crucial for maintaining positive mental wellbeing throughout a period of lockdown.

POSITIVE
MENTAL
WELLBEING



During this challenging time, Bioiberica continues to support the health and wellbeing of people across the globe. We're working hard to maintain the production and distribution of our products, while safeguarding the welfare of our employees – both those working in our factories and at home. **Together, we're making health our number one priority.**