






## Time management

- 1 Start and end your day at a fixed time.  
 *Maintain a fixed pattern.*
- 2 Avoid distractions.  
 *Put your smartphone away, turn off (push) notifications and create a quiet working environment.*
- 3 Limit the amount of time you spend on something.
- 4 Create a to-do list.






## Work & private balance

- 5 Take sufficient recovery moments  
 *Take a regular break, go for a walk, take time for lunch or grab a cup of coffee. For example. By taking short pit stops you make sure that you are energized and your head is clear.*
- 6 Mental and physical movement  
 *By taking regular mental and physical movement moments, you will increase your productivity, staying focused and energetic*
- 7 Keep work and private life separate  
 *Don't think I work at home, find a way to separate work and home life.*



## Working environment

- 8 Provide your own workplace  
 *Choose a space in your home and make it your workplace. Agree with your family if you'd rather not be disturbed when working.*
- 9 Work with the right tools  
 *Try to use an external keyboard, mouse and laptop stand when working with a laptop. If possible a good chair and a nice desk.*
- 10 Make sure the space is well adjusted.  
 *Ensure a comfortable temperature and ventilation.*



## Would you like more information?

If you would like more information about a good people-oriented workplace, want more tips on how to successfully work at home, or if you have questions about our products, please contact us.

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