Checklist and T regarding Work Home

Working from home is now the "ne business life (including business to quite the same again.

The matters set out below mainly divided into sections; Body, Mind,

Your Body

If you normally work in an office w mouse are provided for you, then items fit together has been deliber

Your Table, Chair and you

When you are sitting down on you think about angles!

- 1. Knees 90-degree angle t
- 2. Ankles 90-degree angle
- 3. Feet Flat on the floor.
- 4. Elbows 90-degree angle
- 5. Wrists Straight line along
- 6. Hands Palm resting on the
- 7. Your back Vertical.
- Head NOT looking down section!).

Working at a (kitchen) table

It might be very convenient, but yo working. The table-top height, rela ideal. Measure all the angles men

You may need to sit on a cushion all the correct angles.

What about health and safety? It a run the cables more sensibly than

Your Screen

Many physiotherapists intensely d people with a laptop will sit at a po the screen. The human head is ve periods of time supporting an over go longer before your neck starts



s to consider business at

parts of the workforce and) after Covid19 may never be

ur IT equipment at home. It is and Management.

r, computer screen, keyboard and ren considered that the way these omfort, well-being and safety.

g table-top, then you need to

wer leg. ot.

lower arm. bugh to hand.

g outwards (Read the next

r table is designed for eating not chair height is not necessarily

If propped on books to achieve

ell as at work, so you may need to or, just waiting to be tripped over.

s/phones). Why? Because most eaned forwards looking down at not designed for extended re young, then you will probably short periods of work looking down, sandwiched between period before your neck starts to suffer.

Please consider propping up your about one third of the way down th or even a pile of books? Yes, it do keyboard anymore. You need to a easy to connect using USB ports of

Perhaps easier than propping the monitor screen. The same rule ap separate screen, then your actual want to actually close the lid. Befo System Settings on Apple Mac) ar laptop to "Go to Sleep" and you we now close the laptop lid (screen) s

Your keyboard

A simple rule of thumb is "B = bell the B key lines up with your belly

Your mouse

There is not much talk of RSI (rep using a mouse with forearm / hand lasting, so it is important to consid angle listed in the previous sectior

Your Mind

Routine and Structure

You may consider creating a timeoffice. Here is an example

08:30 - Process emails and at the

08:50 – Decide on your goals for t washy" but precise, can be measu

09:00 – Phone a colleague/ some goals for the day.

09:30 – Email is still turned off. Ta first project / task of the day is the worst one, the rest will be more pl someone done b) the other tasks i

10:00 - Phone a friend / colleague run / cycle at the same time.

11:00 – Check emails and then clo your next few tasks.

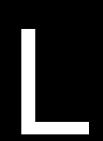
12:00 - Walk around, stretch. Car











rcise then you will also last longer

ur horizontal eye line comes to n propping your laptop on a stand ou cannot use the laptop mouse / id keyboard. These are usually they are wirelessly connected.

t connect another computer for your eye line. If you do use a laced to one side, and you may e Control Panel (for Windows, e lid does. By default, it tells the othing". After this change, you can g.

body with the keyboard so that

days but it comes from people le. The damage can be longuse. If you have considered all the

similar to a working day in the

ail application.

efully so they are not "wishy-"achieved" status.

heck-in. Each person states their

e world of "Eat That Frog", the . Once you have tackled the re already satisfied by getting ewarding.

e. Go for your exercise walk / jog /

lication / phone on silent. Tackle

h.

13:00 – Lunch – Consider actually you live alone, create two or four p

13:30 – Mindfulness Time – Do yo do embroidery or have a construc Spend 30 minutes doing somethin clears your mind completely of eve

11:00 – Check emails and then clo your next few tasks.

15:30 - Phone a friend / colleague

16:00 – Tea break. Get up, walk a

16:15 – Final work session of the

17:30 - Phone a friend / colleague

18:00 – 20:00 Evening meal and l

20:00 – 21:00 Is there one more p you contacting them. Think of this as good for you as it is for them.

Do not stare at a computer screen gardening, do a workout in your fr you did.

Communication

Try to speak to at least 4 people e time to speak to them next time.

Coach each other

Some days you will be "up" and ra On other days you will be finding e with a partner, on your "up" days, "down" day.

This does not have to be "official" on is a great service to your collea

Shared Home Working

Are you sharing your home space have different periods of time for the working noise levels.

Anticipate these different requirem you won't have perfect silence, an playing loud music, you will simply phone a friend time. The whole ho

Creative work v. Passive P Playing computer games is not the art, touching up photos, building e



ther than "opening a packet". If mainder.

, or tend your garden, or paint, or e. Even start a jigsaw puzzle. rsonal c) not involving a screen d)

lication / phone on silent. Tackle

our tasks. ive working days.

eone who might really appreciate p" moment but it will probably be

around the block, do some one someone to tell them what

t the end of each call, agree a

the tasks you have ahead of you. physical training when you train r people who may well be on a

ig in, and being a shoulder to lean

ers, other adults? Everyone will ions, they will have different

y plan. You have to accept that agers are computer gaming / ite. So, this is your exercise time / se, adults and children.

ames, models, essays, works of

Different parts of your brain are us Computers games are designed to completed, are rewarded, but the This emotional (dopamine fuelled) ways to part gamers with their mo

Try to explain to everyone in your games, creativity with computers a to achieve a balance.

Your Computer Equi

You may have found your perfect spare bedroom or even in a shed not reliable.

Your internet speed probably won individuals and families, in the stre "big fat Internet pipe" back to the I biggest single Internet service that connection. Disney Plus, Netflix an services.

If you find that whilst working in yo Internet speed is to slow or unrelia

Use the main electricity cal computer cabling.

This system is called Power Line. mains power socket and additiona

One of these Power Line boxes is router. The network cable is attack

The other Power Line box is plugg your computer or laptop. The netw Line box.

The advantage of this approach is running signals over electric cable cases. By no longer sharing a wire "sniffed" by a hacker on your wirel

We have no affiliation to any composition very well.

https://www.netgear.co.uk/home/p

Improve your wireless netv

The other way to improve your corrouter which produces a super strearound your house that create a m

Again, we have no affiliation but th

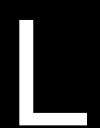
https://www.netgear.com/orbi/













g to when you are playing. hallenges which, once ooking the player into a new task. stantly, and the game makers find

between playing computer at all. Good luck in your attempts

our home. Maybe in your loft, Maybe internet wireless signal is

ect, because everyone, me, and you all share the same . Streaming video is probably the andwidth of an Internet w examples of video intensive

ind that your laptop or computer's ays to make an improvement.

alls of your home as

oxes where each box plugs into a rk cable attached.

wer socket next to your Internet e network cable.

cket, in a different room, next to nect your computer to the Power

security. Using cables, even eless networks in almost all ation you send can no longer be

Power Line products always work

rline/PL1000.aspx

e Internet is install a new wireless , can have booster routers ry part of the home is covered.

are perfect for this

It even comes with parental contro computers can access certain wet is granted by the parent, using a n service called Disney Circle.

Split your wireless network

Purely from a "work computer" see network in your home using most work computer to this separate ne computers will not be able to reac

Your Software

If you are spending a very signific of sitting inside your corporate offi then you really need protection!

Anti-malware (otherwise kr

Many people kid themselves that I computer. They are about 20 year

Relying on the Windows built-in pr more than any other kind of protec provide nothing in terms of malwa do not get malware is utter misinfo

Anti-phishing protection

Phishing is when "bad guys" atten you, so that they can then use tho get in.

Suppose someone presents you v this website using your normal Fa immediately pushed straight to the realise anything untoward had hap your login details as you passed the

WWW.FACEB00K.COM and WW

Many people use the same passw Google Play Store, Linkedin, Insta credit card and delivery address d address b) place an order.

A great anti-phishing protection to hyperlinks clicks that you make the presents you with a "Watch Out, y protection but the Heimdal tool go attempt to reach out to a "control of Russia for instructions in terms of

DNS protection

What is DNS (Domain Name Serv computers convert names like www













hours that certain home "earn" more computer time which ral "protection" provided by a

n create a second wireless J already have. You join your ctions that happen on the family nputer.

g the web, without the protection tected by a dedicated firewall

rotection ection is enough protection for a

ause "the bad guys" target this e even worse off because Apple egend that Apple Mac computers

gin name and password from f other websites to see if they can

ust like Facebook. You login into once logged in you are page. You would probably not nt door" of Facebook skimmed

k very similar but one is a fake.

ok, Instagram, the Apple Store, . Most of these sites contain o a) change a default delivery

on by Heimdal. It intercepts any taken you to a "bad website" and e" message. Many tools have this chine does get comprised, it will bably in North Korea, China or

too technical, it is the way that rical address. If your computer is

tricked into sending requests for tr be attempted. For example, you ty <u>WWW.FACEB00K.COM</u> without y

The whole Internet is utterly deper forgotten how fundamental DNS is

You can install software like DNS DNS contamination, and some an

Email cleaning. Inbound ar More than two thirds of all cyber s

For home and business users, the service so that everything incomin surprisingly, an excellent service is spam (unwanted messages) b. rei

Cloud backup for Office 36

If you delete your own work becau your work instead of you, and you your documents and expects you

Do you have a service to snapsho few hours? In the event that you n be done in seconds. You might wa not to delete after all" or from a fev

Just because your data now sits ir need to be responsible for proper

Your Processes

"Who you gonna call? Gho

Are you an IT expert? Do you real person that you will turn to for help you.

It can cost a little as £25 per mont a company and someone will ansy you have.

Would you rather have one day a fix your computer (is your daily rat service to call.

Disaster Recovery Plan

What if your laptop or computer st bang sound and the laptop will no

Have you a plan for this worst-cas will come from?











ace, then phishing attempts can but your computer is directed to

ple, even IT professionals, have

hy like Webroot to watch out for have this protection.

red using emails.

s to installing an email laundry arrives at your mailbox. Not Iry. Washing means a. blocking

er need it, or if malware deletes an ransomware virus encrypts pt the data, what will you do?

g your work and your email) every vious snapshot the process can year ago "That project you meant the ransomware attach started.

naïve to think that you no longer

nent of panic, the expert IT e" for fixing IT problems is …..

pdesk service where you can call Ip you resolve any IT problem

any frustrated hours attempting to and £300 having a profession

: "spilt cup of coffee" followed by a

dy know where your replacement

- a. You purchased the extend number of the support line components?
- b. You already have a spare
- c. You have a friend who can
- d. You know how to pop dow
- e. You know which supplier to replacement?

Once you have your replacement and data restored?

Do you have all of this planned ou scenario than to attempt it for the

Do you live in another world to the enough to plan ahead?



nd you already know the phone ineer to replace the broken

onfigured? er that you can use? laptop? with to place an order for a

oing to get all your applications

a dry-run practice for this emergency.

ies happen or are you wise