

Three golden rules for healthy and productive work at home office

Rule No. 1: Create routines!

- I get up at fixed times, just like on a normal working day.
- I get ready like I would do when going to work.
- Before I start working I make to-do lists and prioritise the tasks of the day.
- I keep to fixed break times, ensure back-friendly exercise in between and do not do any household chores during working hours.
- I consciously reward myself after completing a challenging task, e.g. with a nice cup of coffee in the sun.
- I take a look back at the past day (have I taken breaks, drunk enough, done to-do's?) and think about how I could make the next home office day even better.

Rule No. 2: Team communication is key!

- My team members and I avoid a purely written mode of communication and instead proactively reach out to the team in more personal ways, e.g. via telephone, video chat, etc.
- We make clear, all-committing agreements for smooth teamwork:
 - Continuous updating of calendars and availability
 - Make the calendar transparent for the whole team
 - Setting times for regular team communication
 - Consideration of individual availabilities
- We always chose a moderator who actively leads the respective votes and the exchange of information between the team members, schedules telephone conferences or video chats and moderates when using collaborative tools.
- I renounce private communication during working hours and ask the other people in my household to follow this rule.

Rule No. 3: Make the workplace attractive!

- I provide a quiet, adequately lit workplace at a suitable table.
- As far as possible, I follow the models describing the most important requirements for a safe and ergonomic workplace:
 - Movement area around the workplace of approx. 1.5 m²
 - separation of workplace and noise sources (e.g. kitchen, children's room)
 - Working surface approx. 1.60 m x 0.80 m, table height 72 cm
 - Office chair, ideally with GS mark
 - Lighting 500 Lux, daylight from the side
- I organize myself in a way that provides the most important requirements for work, so that nothing can distract me from finishing my tasks. Those requirements include:
 - certain collaborative tools
 - Basic technical equipment available (PC, telephony, IT connection)
 - Access to server (e.g. fb-folders) and mail system

Further information about working and leading from home office can be found on the website of Human Resources Development for Researchers.