

8 pointers for teleworking healthily

1. GETTING READY

A certain routine can be applied when working regularly from home. Although it is tempting to stay in your pajamas until 10 o'clock, we recommend keeping them for sleeping.

Once you wake up, proceed as if you have to go out: have breakfast, take a shower, get dressed and get ready!

2. FINDING A DEDICATED SPACE

The ideal is to separate, as much as possible, the professional space from the private one.

Install yourself in a quiet room so as to be able to concentrate; if that's not possible, try using headphones so as to be isolated. At the end of your day's work, so as to regain your private space, think of tidying away your working material.

3. ORGANIZING ONE'S WORKING DAY

A majority of teleworkers admit to an increase in their number of working hours, perhaps this is your case (shorter lunchtimes, finishing the working day later...).

With the support of your superior, define some fixed working hours and the priorities to deal with. Use your diary and make visible your times of presence and absence, so you will not be disturbed during your breaks and your days off.

Introduce some rules with the members of your family to be disturbed as little as possible during your working hours.

4. FITTING OUT ONE'S WORK POST

You do not think you can be installed comfortably if you do not have any ergonomical material at your disposal? Don't worry, there are some simple tricks you can use, for example a cushion for your back, some books to heighten the screen, a box as a footrest... and hup, it's done!

- ✓ [Some practical tricks \(Vodafone\)](#)
- ✓ [5 effective ways to fit out one's work station](#)

8 pointers for teleworking healthily

5. HAVING BREAKS ON THE MOVE

So as to avoid eventual pain, eyestrain, and inactivity, it is recommended to regularly leave your working station.

Take 2-3 minutes every half hour to stand up to avoid staying in a sitting position and watching your screen too much. Use these short breaks to go and have a coffee, go to the bathroom, do the washing or may be vacuum! You could also do some stretching exercises.

✓ [Link to the site of UniSEP \(UNIL\)](#)

6. KEEPING SOCIAL CONTACT

As human beings, we naturally need social relationships, in our professional life as well as in our personal one.

Keep regular contact with your superior and your colleagues by phone, social networks, or videoconference. Introduce informal moments alongside formal meetings!

7. KEEPING PHYSICAL ACTIVITE

Staying at home does not mean we do not have to move our body! Movement is important to keep physical and mental well-being.

Go for a walk, run around your house, or follow exercises videos on the Internet. This period of teleworking is also a good opportunity to realise activities that you enjoy and may be those that you usually do not have time for (yoga, crossfit, taichi, painting, meditation...).

✓ [Moving with Unisanté: Live physical activity sessions](#)

✓ [Selection of videos from the Sports Service UNIL/EPFL](#)

8 pointers for teleworking healthily

8. EATING WELL

We all have our small reserve of salty or sweet snacks... And working not far from these temptations, it's easy to dig in.

To stay healthy and to keep energetic, this practice should be avoided. As much as possible, have healthy and well-balanced food in your fridge. Take advantage of this period to try new recipes!

- ✓ [Eating with Unisanté: telephone helpline, FAQ, recipes](#)
- ✓ [Swiss food pyramid](#)