

Put Your Pants On!

AND OTHER WFH ESSENTIALS

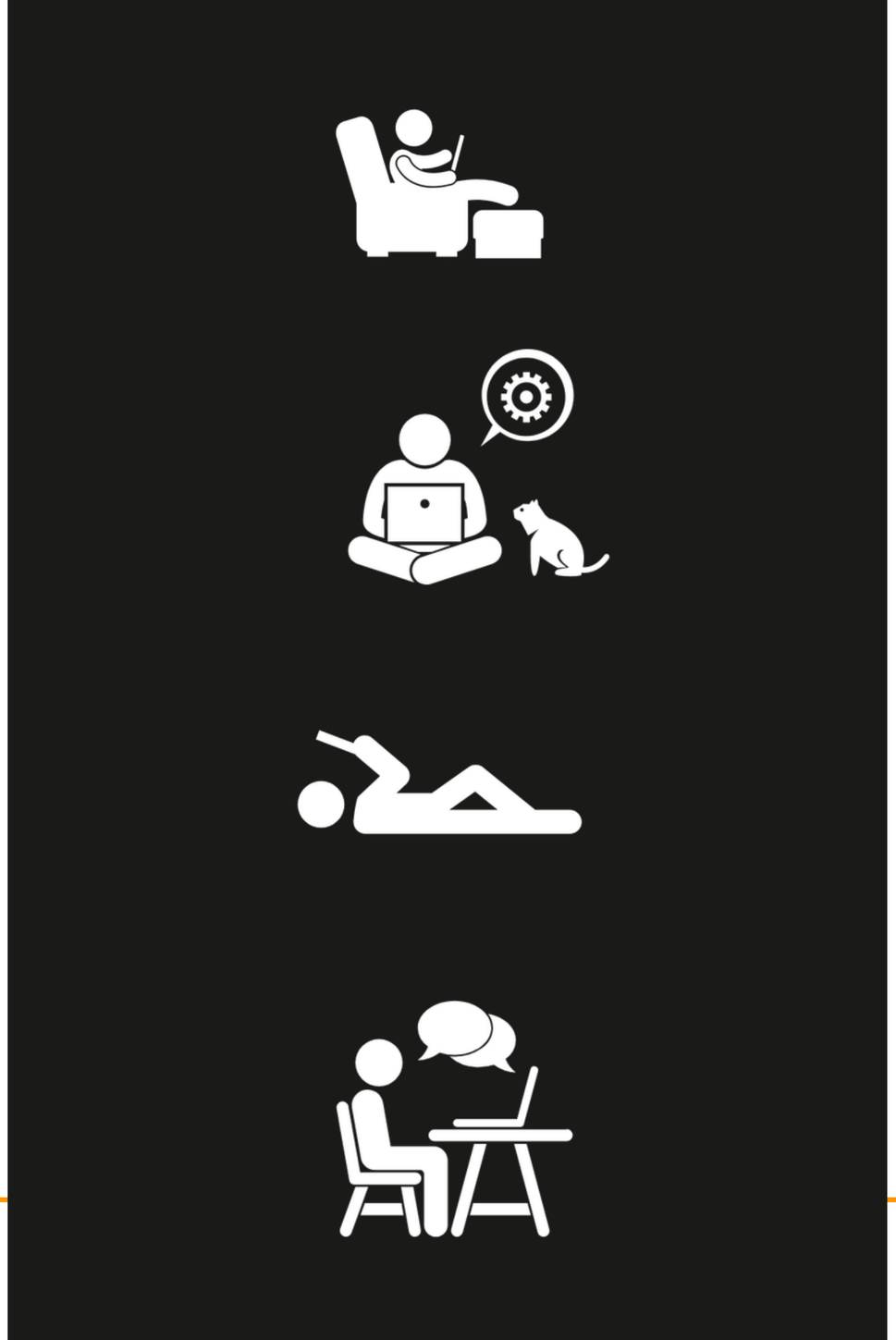
By Vivienne Fleischer & Andrew Blumenfeld

And here we are, WFHers.

Once upon a time, life was normal and we were busily going about our lives when suddenly, new phrases like COVID-19, lock-down, quarantine and WFH defined our experience. And just like that....

...we were catapulted out of the office and into our homes.

Several years later, many of us have embraced working remotely full time and with that, there are many wonderful things, but also, there are some challenges.



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In fact,

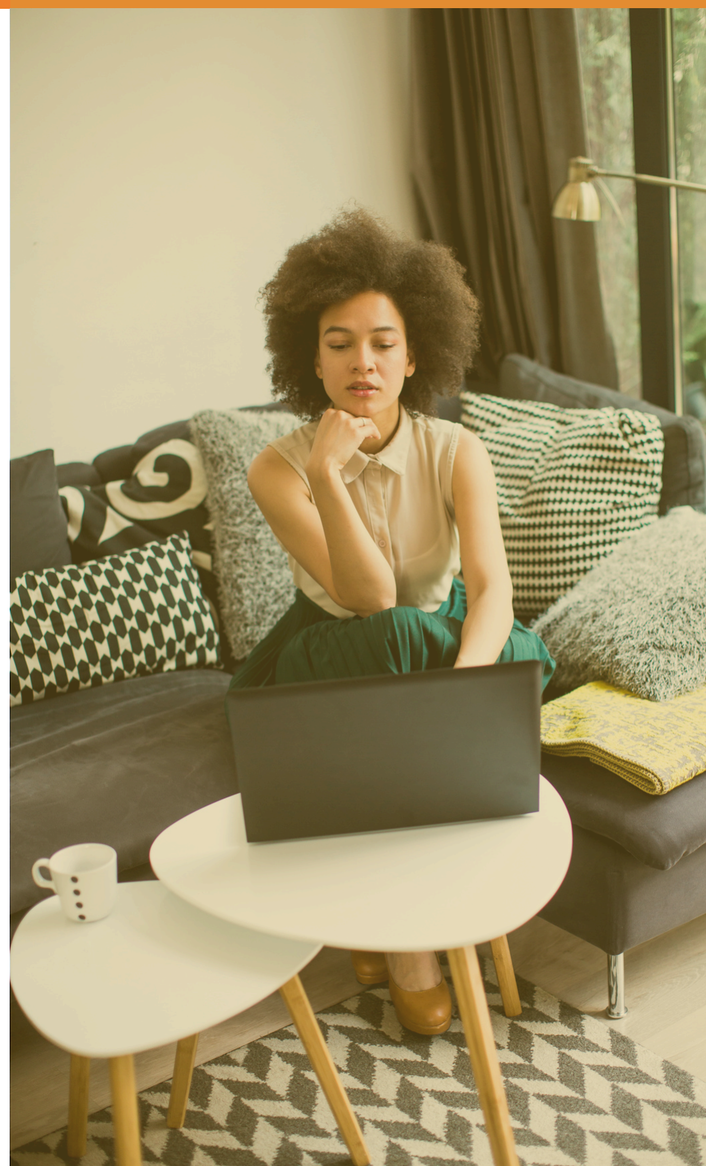
At PBE, we have worked with thousands of people, just like you, who are working from home, full or part-time.

We have learned that being successful at work boils down to a few key essentials that include:

- A designated work area with a sound ergonomic set-up
- Healthy postures and care for your body
- A balanced schedule (hello work boundaries)
- Stress management
- A good and consistent self-care routine

To that end, we are thrilled to share with you simple and practical strategies for you to successfully WFH and feel your very best.

Vivienne & Andrew
PBE Co-Founders





DID YOU KNOW THAT

80%

OF EMPLOYERS WILL EMBRACE WFH AS A PERMANENT WORK OPTION MOVING FORWARD?

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That means your WFH work habits, set-up and ergonomics really really matter.

You Name It, It's Happening.

Many of us have WFH setups, but there are still quite a few of us are improvising and sharing our space with other family members, with pretty much every nook and cranny of our homes being used as workspaces. Needless to say, ergonomics is one of the most vital components to making WFH successful.

"I do my calls in the closet and my reports in my hammock."

Additional challenges include feelings of loneliness, isolation, trouble focusing, and working longer hours than ever, non-stop snacking, and the list goes on.

- I work on my couch
- My coffee table is my desk
- My TV is my new monitor
- I work on my yoga mat
- I work in my bedroom
- There's no room for a desk
- I take my calls in the bathroom
- I work at my dining room table
- I work in my closet
- Too many video meetings
- Too many distractions
- I can't stop snacking!



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But... there's good news!

WFH has many upsides that have helped us reconnect with important things in our lives.



No commuting!
(less stress)

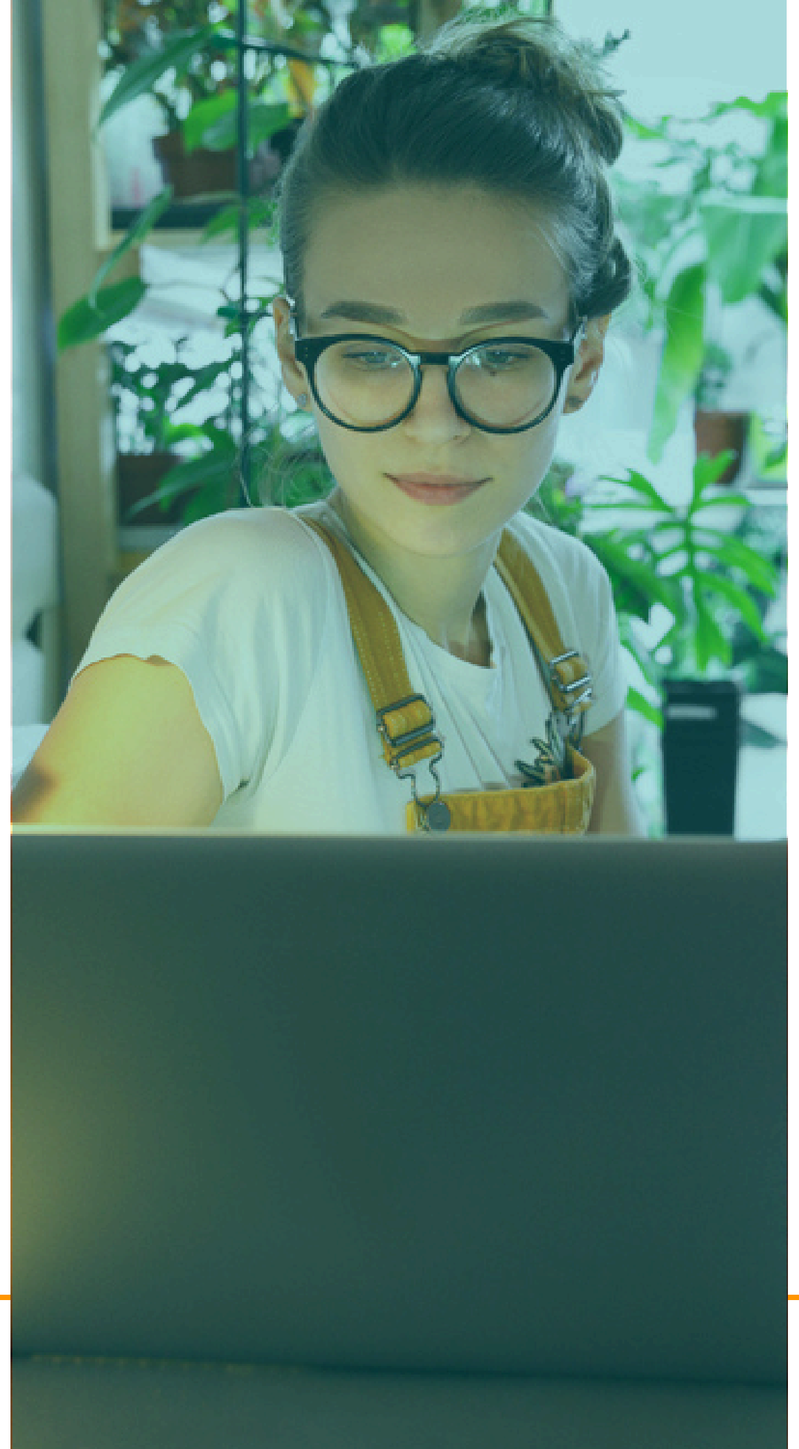


More time with family
(and ourselves)



Work Life Balance
(hello hobbies)

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So, Let's Get To It

WFH Defined
Put Your Pants On
Posture Perfect
Set Yourself Up for Success
DIY Solutions
What Does the Future Hold?
Resources

WFH Defined

Simply put, WFH is a popular acronym for Work From Home. And work from home describes work being done remotely instead of in the office.

WFH was introduced almost 50 years ago, but with the onset of COVID, companies quickly transitioned to WFH as a viable way to keep business going and to allow employees to stay employed. (A good thing!)



WFH's 50 Year History

1970'S

NASA employee Jack Nilles coins the phrase.

Washington Post publishes "Working From Home Can Save Gasoline" - in response to the US energy crisis.

1990'S

Government takes a shining to WFH concept

2000'S

WFH Boom begins.

Telework Enhancement Act law takes effect, making telecommuting secure and effective for federal employees.

2026 +

22% of U.S Workforce currently WFH

80% of Global Workforce estimated is working hybrid with remote in the mix.

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Now, let's set you up for success!





First Things First, Put Your Pants On

In the good old office days, there was a rhythm built into your day. You got up, went through your morning routine, commuted to work, walked through the office doors, greeted your colleagues, grabbed a cup of tea or coffee, sat down and then your brain turned on the work switch. And at the end of the day, the reverse happened and your brain (hopefully) turned off the work switch.

Structure and routine will save the day

Ill-defined work boundaries, lack of focus and distractions such as other household members, homeschooling kids, the beckoning fridge, can be successfully managed through the discipline of a new structure and routine for your WFH work days.

WFH Daily Check List

Set Your Alarm

It’s best to give yourself at least 60-90 minutes of personal time before delving into your workday.

Get Dressed

Getting dressed for work will help you get into a working mindset and boost your productivity.

Make a Schedule

And be realistic about it. Schedule blocks of time for quiet work and limit back to back meetings.

Power Your Devices

There is nothing more stressful than losing power or internet during meetings. So power up.

Take Breaks

Once an hour, get up, stretch and give your self a much needed break. Your body and mind will thank you.

Shut it Down

Set a firm end time to your work day and honor it. You'll be more productive and avoid burnout.

What's Your Posture Story?

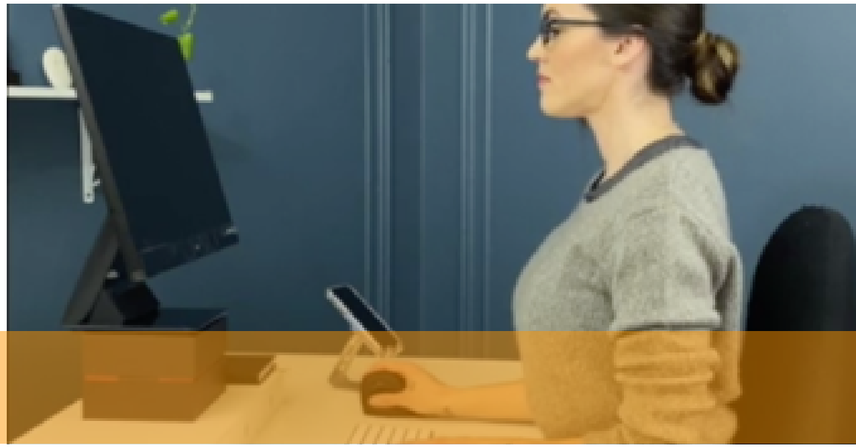


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Is Your Posture In Line With What You Are Doing?







RECLINED POSTURE

Reading / Watching

Perfect for passive activities like reading, watching videos or relaxing.

FORWARD SUPPORTED

Writing / Drawing

Great for activities like writing, drawing, creating to-do lists and even doodling.

UPRIGHT BALANCED

Computer Work

Best for working with a computer, laptop or doing desktop work.

Why Upright & Balanced Posture?

1

Natural Alignment Of Your Spine

This is the crux of a good ergonomic setup. It allows you to maintain the natural S curves of your spine, allows for full lung capacity and will help avoid strain.

2

Healthy Head & Neck Alignment

An eyes-forward stance promotes an open chest and shoulders. will spare you unwanted headaches as well as neck, shoulder, and upper back pain.

3

Freedom of Movement

An upright and balanced posture allows for a full range of motion of your shoulders, arms, hands, wrists and fingers,







Sitting Pretty

Before you run out to buy a new ergonomic chair, let's first take a look at the *way* you are sitting in your current one. And while we are at it, we'll take a look at what else in your setup may be taking you off your posture game and lastly, how we can use good ol' pillows and cushions to make your current chair work for you.

And, if after that, you decide you'd be better off with a new chair, we'll give you pointers how to best sit in it!

Sitting Essentials

The most important part of sitting in any chair, is you!

FEET ON FLOOR

You will feel best and have the most stability if your feet are flat on the floor or on a footrest.



NEUTRAL PELVIS

If your hips roll back, you will slouch.. If they roll forward, you will overarch your back. Strive for neutral.

OPEN CHEST

It is easy to round your shoulders, so be extra mindful to roll your shoulders back and keep your chest open.



EYES FORWARD

Your eyes dictate where your head, neck and back go, so keep your screens at eye level.

Standing Essentials

Whether you stand while working, or just stand to give your body a break, here are some helpful tips.



Protect Your Feet

Wear comfy shoes and if you stand for more than 30 minutes, stand on an anti-fatigue mat or a folded over yoga mat.



Mind Your Posture

Be mindful of your posture and strive to maintain a comfortable upright and balanced posture when you stand.



Sit *and* Stand

Movement is essential to keep you going strong. So make sure to alternate between sitting and standing during your day.

Now Let's Check-In On Your Desk Set-Up

No matter where you find yourself working these days, it is essential to find a flat work surface (I.e., desk, table top, lapdesk,) to set your keyboard, mouse and monitor on. This is the best way to ensure that you will be able to sit or stand with the upright and balanced posture that you just learned about.

You will also want to keep these guidelines in mind and ask yourself if your set-up allows you to:

1. Maintain an upright and balanced position
2. Easily reach your keyboard, mouse and materials
3. Work comfortably



Desk Set-Up Check List

Your Keyboard

Your keyboard should be at or slightly below elbow height and allow for your elbows to hang directly under your shoulder

Your Mouse

It is best to user place your mouse at the same level as your keyboard, and have it be directly in front of your shoulder.

Your Screens

Your screen(s) should be set up so that your eyes look straight ahead, with your head and neck balanced over your spine.

Your Laptop

It is best to raise your laptop screen to eye-level (or use an external monitor) and use an external keyboard & mouse

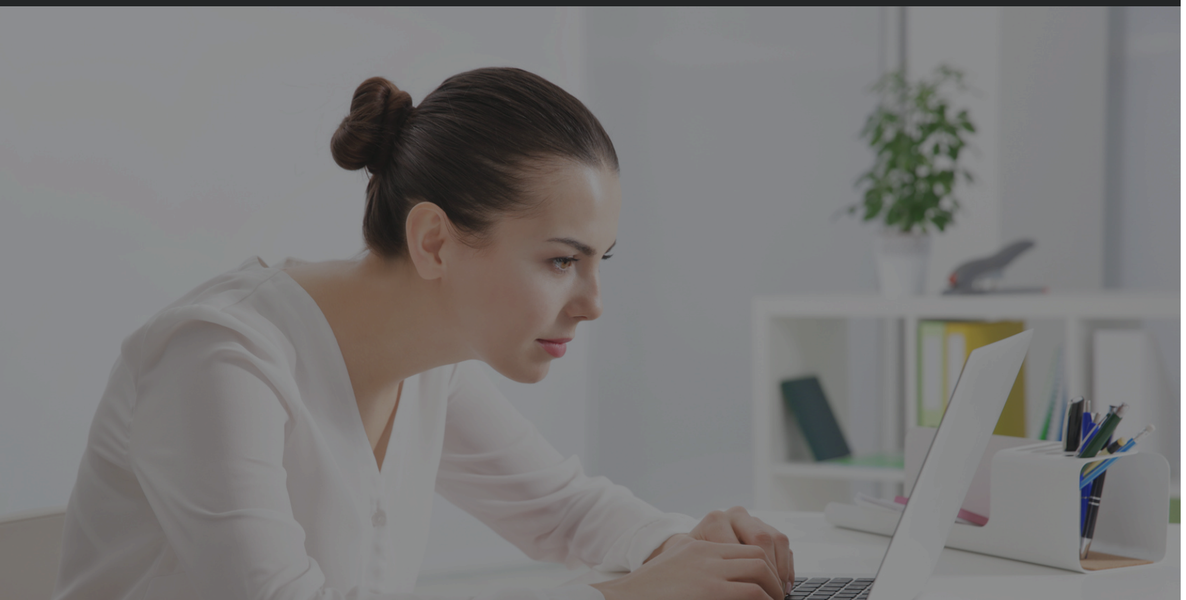
Your Phone

Keep your phone close by and when making calls, use either the phone speaker or a headset.

Your Desktop Items

Keep things like your notebook, to-do list, and reference materials, within close reach and your dominant hand side.

How is Your Line of Vision?



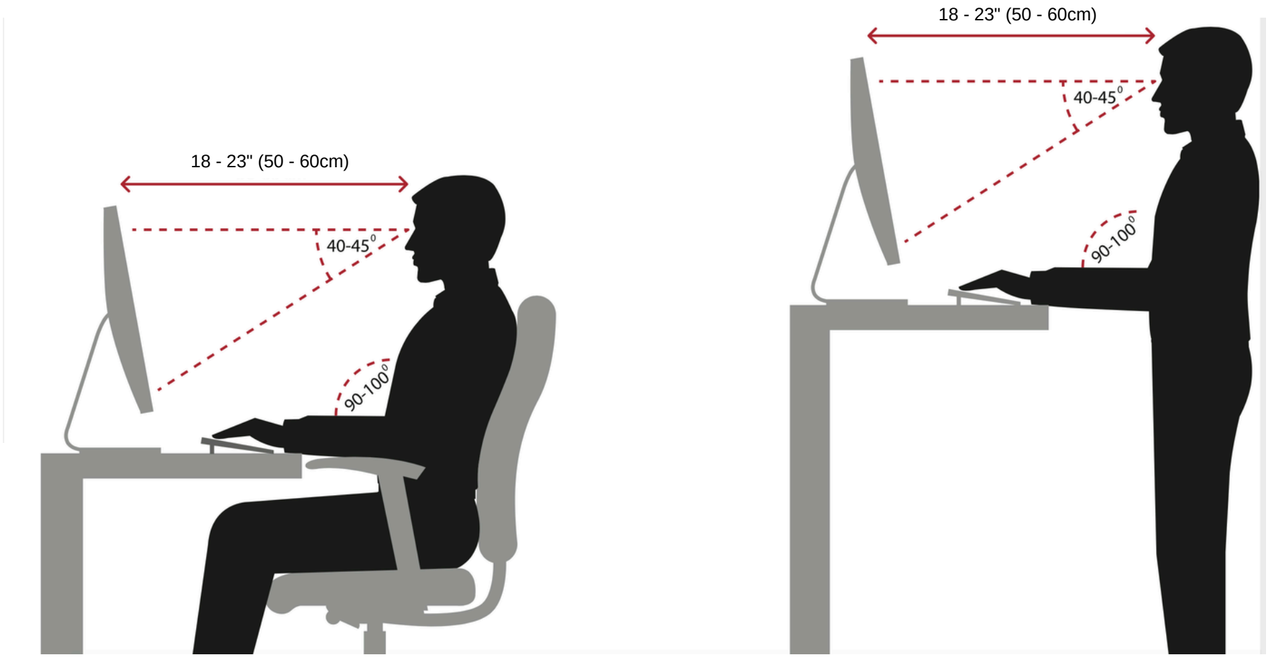
WHERE YOUR EYES GO . . .

your head, neck, and back follow. Think about it. If you look up, your chin points up and your neck extends back in order to see, If you look down, your neck flexes, and your back rounds. If you look to the side, your head and neck will torque to the side.

So let's pay attention to how things like your screen(s), reading materials, and anything else you look at on a regular basis is set up and where you find yourself looking at them.

Check Up From the Neck Up

The best guideline we can give you is this. Set up your screen(s) so that when you sit or stand, your eyes look straight forward with your head and neck comfortably balanced over the plane of your spine.



- Raise your screens to eye level
- Center them in front of you
- If you use multiple screens, set them up at the same height
- If you use a laptop, use a laptop riser or an external monitor
- Remember to prop up your reading materials
- Your neck, head, and back will thank you!

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DIY Ergo Fixes





IRONING BOARD

Want a height adjustable desk? Look no further than your ironing board.



PILLOWS/TOWELS

Perfect for back support, adding chair height and softening your seat.



BOXES & BOOKS

Work wonders for raising your monitor or laptop or serving as a footrest.



COOKIE SHEETS

Is your desk too high? Type and mouse on your lap using a cookie sheet.



YOGA MATS

If your feet are sore, try standing on your yoga mat for relief.



SHELVING

Short on space? Use a wall shelf to create your new workspace.

What does the future hold?

As business leaders have settled into their workmodes, you may find yourself working in any of the following work scenarios now or in the future.

- **WFH** - you will continue to work exclusively at home, either by choice or because of company directives.
- **WFO** - you will return to the office and work from the office either at an assigned or unassigned seat (hoteling).
- **HYBRID** - you will work part of the time at home and part of the time at the office.

No matter where you work, make sure to take your ergo with you!







About The Authors

VIVIENNE FLEISCHER

PBE's President and Co-Founder is passionate about wellness! A concert pianist turned ergonomist (but she does still play) she's on this crazy mission to "save the hands of the world" while helping people to stave off injuries, take charge of their health and feel their best!



Little Known Facts: Vivienne also green juices daily, loves yoga, plays a mean piano and loves loves loves to write! Oh, she's also a vegan, an aspiring cook and an avid doodler. She loves spending time with her amazing family, traveling the world and finding things to laugh about.

ANDREW BLUMENFELD

PBE's CEO & Co-Founder comes from a family of educators and lawyers and athletes. Helping people to overcome adversity through skills acquisition and perseverance makes me feel as if I am giving something back. Legacy is important!



Little Known Facts: Andrew enjoys being a Bay Area sports fan, working out, hitting golf balls and bbqing a great bone-in Rib Eye with sautéed Zucchini and a Newcastle chaser. On the mellower side, he loves listening to music and watching classic movies.

We Are Here To Help



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