
Navigating
Hybrid
Working
TIPS & TRICKS
pbe



That was then. . .


And this is now

And for so many of us, this is our reality.

Since COVID began, we, at PBE have worked with thousands of people, just like you who suddenly found themselves WFH for the first time. More than six years later, as office doors reopened up, a new way of working has emerged known as Hybrid Work.

Hybrid Work is a combination of working some of the time at the office and some of the time at home. As we prepare for Hybrid Work to take center stage, there are new ergonomic and productivity issues to take note of.

To that end, we are thrilled to share with you simple and practical strategies to set you up for success no matter where you find yourself working.

Vivienne & Andrew
PBE Co-Founders



www.pbergo.com



Let's Get To It

- What is Hybrid Work?
- Successful Scheduling
- Ergo Essentials
- Staying on Your A-Game

Hybrid Defined

Simply put, Hybrid Work is a flexible work model that includes working in the office, working from home and in some cases, working on-the-go.

While this model is not new, it is shaping up to the predominant work style of choice by both employers and employees.



Type of Hybrid Work Models

FLEXIBLE

Flexible hybrid means that you, as the employee gets to choose where and when you will work.

FIXED

Fixed hybrid is when your employer or manager determines which days you will work in the office vs. at home.

OFFICE FIRST

The office first model means that more days will be spent working in the office than working at home.

REMOTE FIRST

In the remote first model, working remotely is the primary way to work with occasional days in the office.

What schedule works best for you?



www.pbergo.com

Setting Your Hybrid Schedule

There are several things to consider in order to create the most effective schedule.



Personal Needs

It’s important to assess your personal and family needs to balance your WFH days and office days.



Professional Needs

Communicate with your team to assess what is best accomplished in person vs. remote meetings.



Personality Type

Do you thrive around people? Or do you do your best work solo? That can help determine how you divvy up your workdays.

Daily Success 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.

Work Blocks

Make sure to set time on your schedule for uninterrupted heads-down focused work time.

Power Your Devices

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

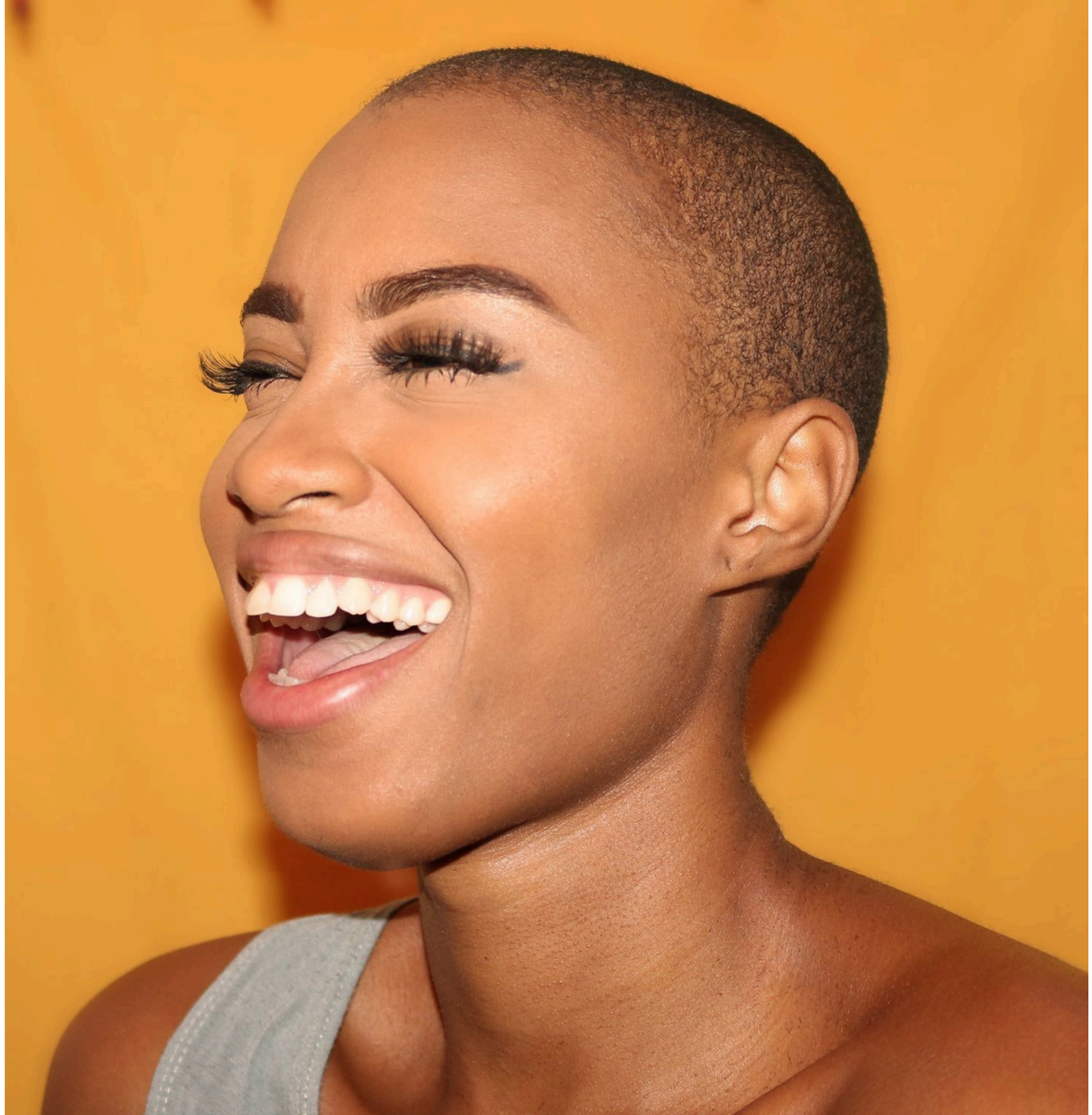
Take Breaks

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.

Ergo Essentials



www.pbergo.com

Align Your Posture



RECLINED POSTURE

Reading / Watching

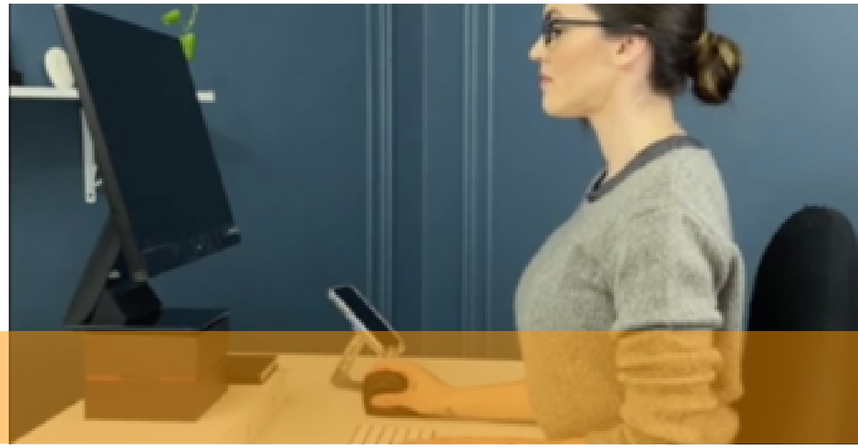
Perfect for passive activities like reading, watching videos or relaxing.



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 Essentials

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



Feet on the Floor

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



Neutral Pelvis

Avoid rolling your hips back (slouch) or forward (too upright). Go for neutral!



Screens at Eye Level

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.

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

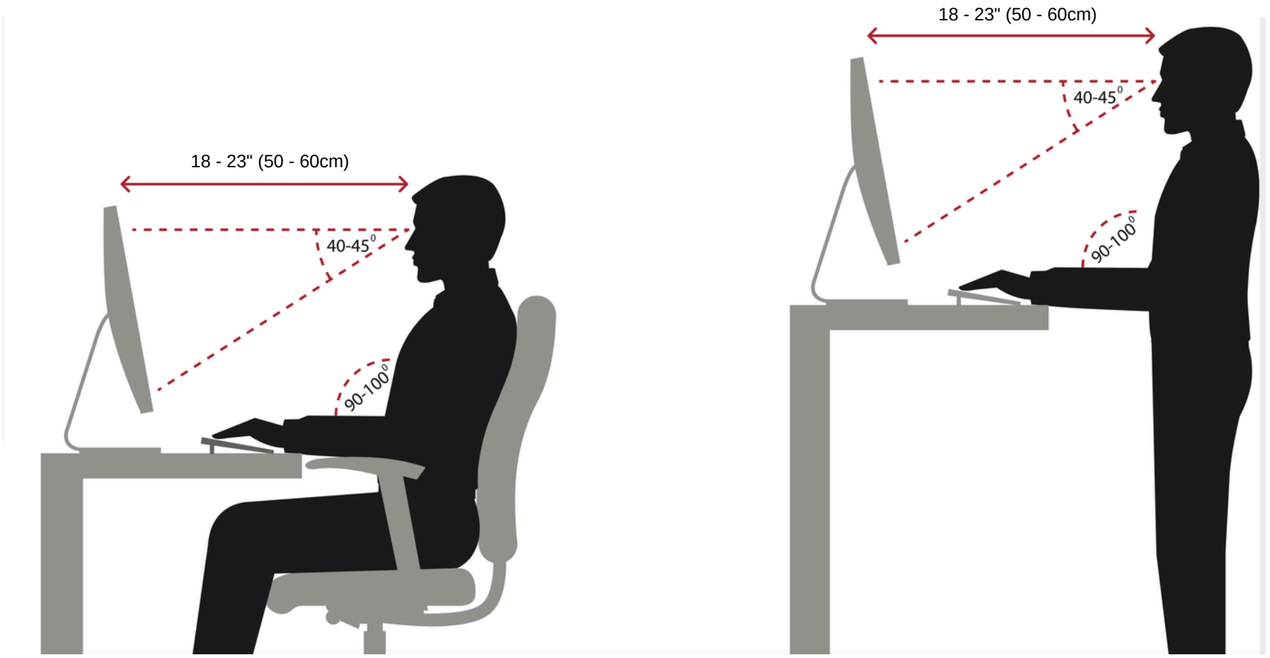
Keep your phone close by and when making calls, use either the phone speaker or a headset.

Your Desktop Items

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

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!

Staying On Your A-Game



www.pbergo.com

Staying Productive

One of the biggest challenges to hybrid working is being able to change environments fairly regularly and stay organized and productive. Here are the top three things to think about.

- **Staying Organized** - you will now have two work places and at work, you may have an unassigned desk.
- **Staying Focused** - each work environment will have it's challenges, so think about what is needed to stay centered.
- **Staying Comfortable** - learning how to use your body and anticipating what you need to stay comfortable is key.







Productivity Check List

Adjust Your Work Area

No matter where you are working take a moment to adjust your work area so that you can work comfortably.

Bring Your Ergo

Get in control of your ergo by bringing it with you. Pack a keyboard, mouse, laptop riser and small pillow if needed.

Stay Organized

Make sure your work is digitized, make use of productivity apps and collaborative docs. Planning ahead helps too!

Over Communicate

Working hybrid will require very clear and consistent communication with your team and your household and anyone else in the mix.

Heads Down Time

Shuttling back and forth may disrupt your workflow. Make sure to schedule blocks of time for heads down work.

Manage Your Energy

To stay on top of your game no matter where you work, keep up your self care routines to keep your energy levels high.

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



www.pbergo.com