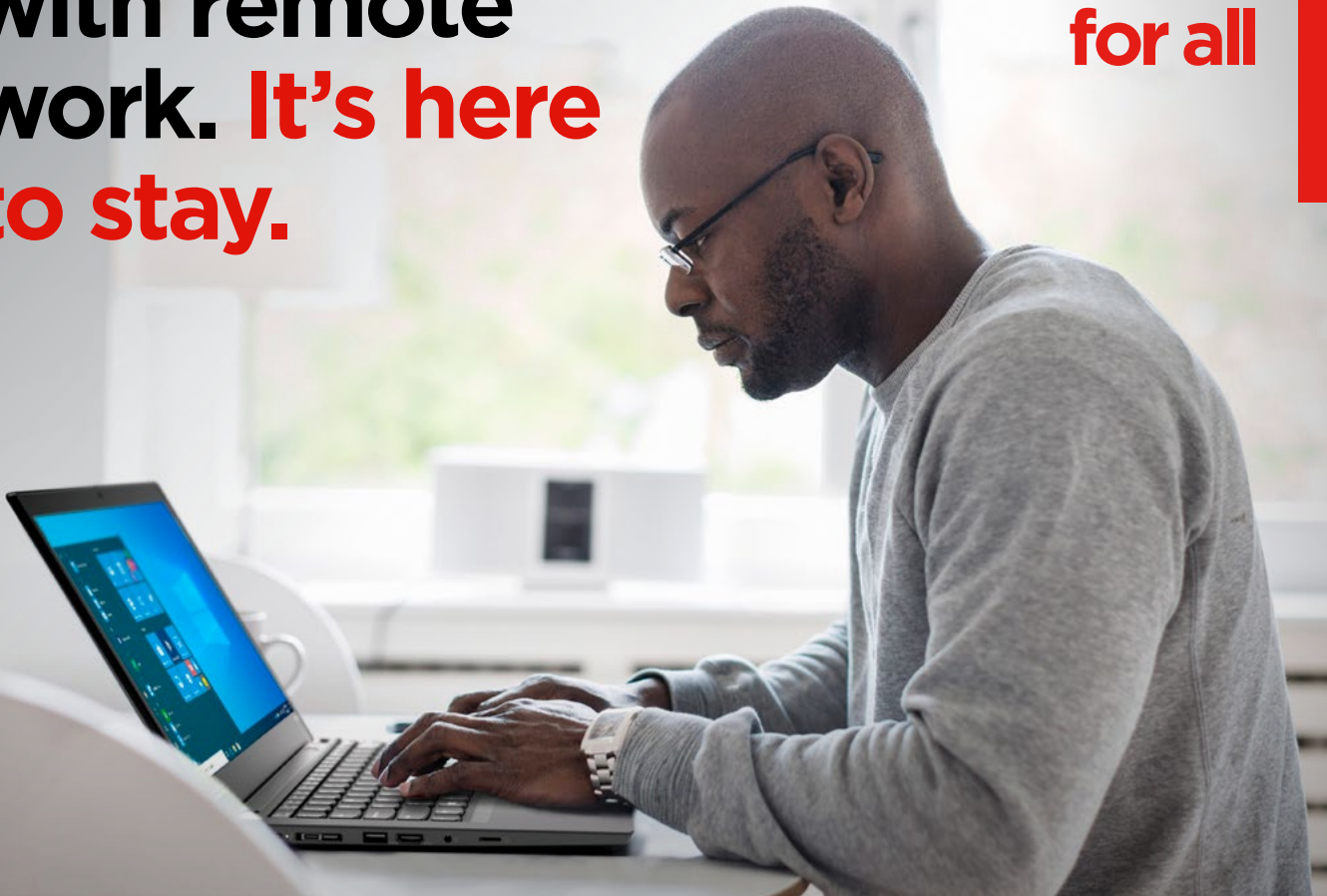


Get comfortable with remote work. **It's here to stay.**

Smarter technology for all

Lenovo



For many office-workers, remote work is the ultimate perk. In fact, research shows people want it more than they want a company-sponsored meal every day, or extended vacation time.

As the workforce modernizes, it's a trend that's becoming even more popular. It means people can save money, work from anywhere in the world or spend more time at home with their family.

Now, due to the need for social distancing, people are finally getting what they want - and it needs adjustments to the way we work to be successful.

For example, it's important to get your environment right when you're working remotely. An incorrect setup can make life harder, reduce your productivity, and impact your bodily health as well as your mental wellbeing.

So if you're beginning to realize that you took your expensive office chair for granted, or you're reading this hunched over a tiny screen, this guide is for you.

 **Windows 10**

The best devices in the world run
Windows 10 Pro.

Create a space that works for you

According to ergonomics expert Dr. Alan Hedge, "if the monitor is too low, you will crane your neck forwards, if it's too high you will tilt your head backwards and end up with neck or shoulder pain."

- **A neat desk and environment** can make all the difference. Research shows that cluttered environments can affect your work speed, volume and quality. Accessories can play a key role here.
- **Ergonomically angle your laptop and phone** or they could induce aches and tension. You can use a stand to create extra space on your desk too.
- **Declutter your workspace** by getting your monitor up off the desk using an adjustable height arm. If you don't position your monitor at the right height and angle, it's easy to give yourself neck and back pain.

This could also be your opportunity to try out a stand-up desk, sitting on a Swiss ball or even walking on a treadmill. Studies show that standing at your desk can reduce back and shoulder pain, improve performance and engagement with your work – just make sure your computer equipment is comfortably within reach!

Make work easier on your eyes

You also need to consider the impact of long hours spent working from a screen. Today's LED TVs, monitors, smart phone and tablets all emit blue light frequencies that can damage our health. Without taking preventative steps, this can cause insomnia, eye strain and even contribute to retinal damage.

- It's more important to adjust the blue-light settings on a desktop PC as they typically have larger and brighter displays.
- Check to see if the display you are using has additional settings to combat this. For example, most Lenovo devices include Lenovo Vantage settings that include an **Eye Care Mode** that reduces blue light emissions.
- The **ThinkVision S28u-10 monitor** goes still further – its anti-glare panel scatters light and stays flicker-free, and its **Eye Comfort** and **Low Blue Light** certifications make for healthier eyes.

“

To find the right position, sit back with your chair slightly reclined and hold your right arm out horizontally – your middle finger should almost touch the centre of the screen.

Alan Hedge, PhD,
CPE – Professor, Ergonomics!

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ThinkVision S28u-10 monitor

If you want to stay alert and productive throughout the day, **natural light is best** as it helps to regulate your sleeping patterns. Try **taking a walk outside** during your lunch break and when you come back in: **adjust your screen to a warmer color temperature** for the afternoon.

Having the right productivity boosters

Use specialized technology to help you accomplish more. Laptops such as the **Lenovo ThinkBook** are a great way to stay on top of work on the move, but you're missing out on a productivity boost if you don't add an external keyboard, mouse and monitor. In fact, research shows using an external monitor can improve productivity by up to 40%.



To gain extra workspace add a flat screen like the **ThinkVision M14 mobile display**, which can extend your laptop screen.



For detailed work, a display with high specs, such as the **ThinkVision L27q QHD** will help you work faster than on a smaller display.



To maintain concentration we also recommend the **ThinkBook Bluetooth Silent Mouse**.

Know when to unplug

Just because you're working, **don't feel bad about taking a break**. It's okay to take lunch, take five minutes to give your eyes a rest, or even virtually 'bump into a colleague' for a catch up online. It can actually help improve productivity, as you come back to work afresh and can avoid burnout.

Learning how to unplug at the end of a day spent is one of the most common challenges that remote workers face.

Following the tips in this article will help you create a comfortable and productive working environment, but you should also take the time to enjoy the lifestyle benefits that remote working can bring.

Learn more

Find out more about remote working solutions from Lenovo at

www.lenovo.com/remoteworking

Or get in touch with your Lenovo Account Representative.

