Tips for **remote working**

Keep moving

Take short **active pauses** that allow you to alternate sittin with standing. This will also help you change the perspective of your vision and avoid eye fatigue.
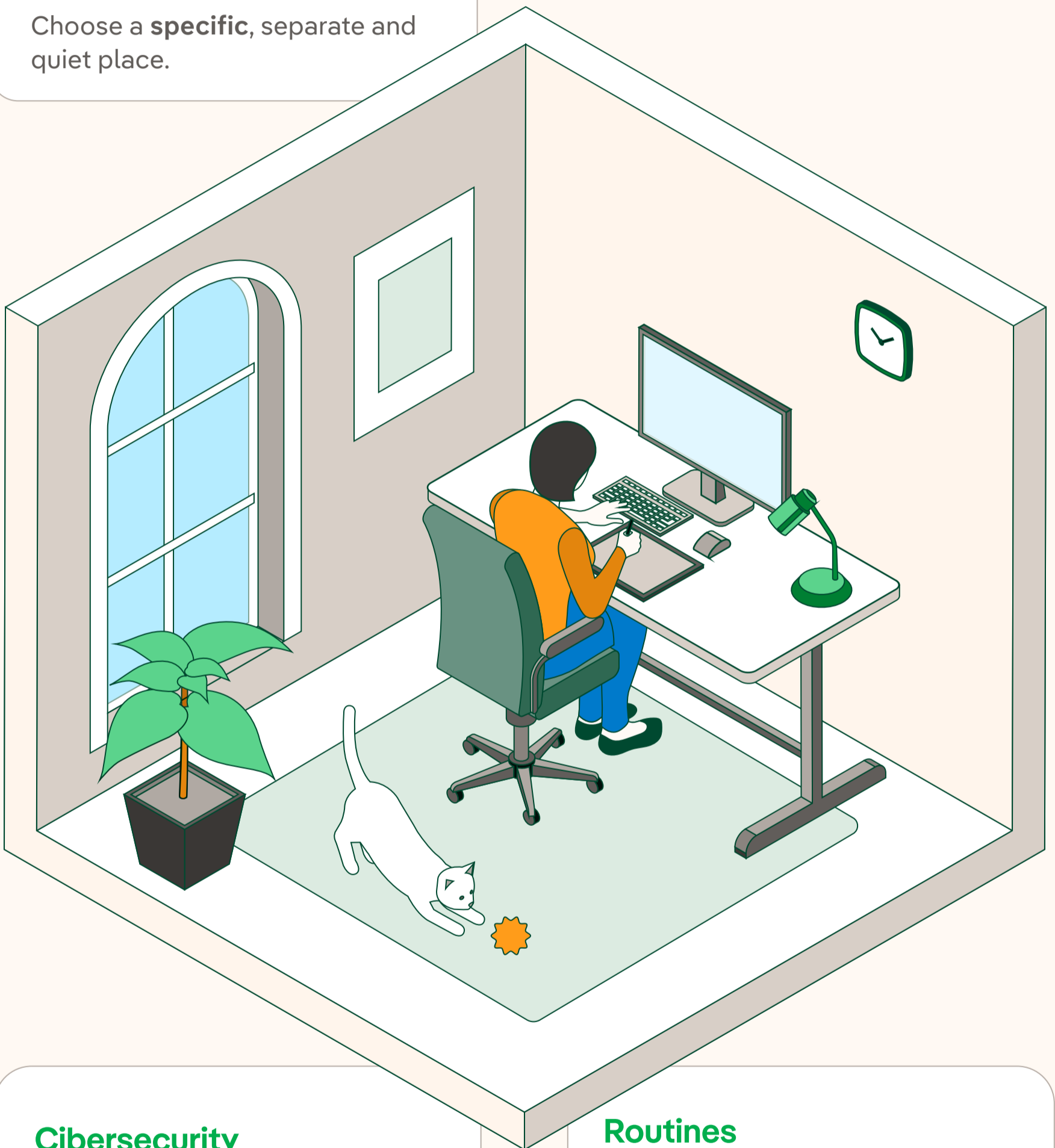
Work station

Choose a **specific**, separate and quiet place.

Organization

Plan your work and **don't leave the most complex tasks until last.**

Distribute your time and **avoid distractions.**

Once you start your activity, **try not to stop halfway.**

Cibersecurity

The devices are for your **professional use**. Do not share them with your family or friends.

Make sure that you **lock them and turn them off** when you are no longer using them.

Connect to a **secure Wi-Fi network** and always work with networked documents.

Routines

Avoid working in your pyjamas and **keep temptations at bay** — fridge, smoking, coffee —.

Do some **stretching exercises**, especially your arms and neck, before starting work.

Make calls that allow you to **connect with your colleagues** and not feel isolated.