

Tips for remote working

CYBERSECURITY

- 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.

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.



WORK STATION

Choose a specific, separate and quiet place.

KEEP MOVING

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

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.