



How to Make Working from Home Work for You

At Vari®, we are on a mission to create workspaces that elevate people—wherever they are. So, we created this simple guide to help everyone embrace the change of working from home.

vari.®



Stay Connected

With today's technology, teams are able to collaborate and communicate faster and more efficiently.

Here are some tips to make communications and video conferences more effective.

Communication Tips

- Reserve a few minutes for chatting as people connect and identify who's on the call.
- Let your team know which application (Zoom, Skype, Microsoft Teams, etc.) you use for which type of communication.
- Team meetings may require one application, while one-on-one meetings may be better served using another.
- Use email to distribute information and chat for quick questions and responses.
- Encourage everyone to use the video function so that you can see each other and maintain personal connections.
- Try using your email's automated "out-of-office" response to be an "I'm not available right now" response, letting others know when you are available.

Video Conferencing Tips

- Hosts should make sure the video conference link is in the meeting invitation.
- When you host a meeting, join 5 minutes before the meeting time so you can test your audio and video.
- If you're a meeting attendee, check your audio and video settings a few minutes before you join the video conference.
- Mute all other phones and devices to avoid audio feedback or interruptions.
- Choose a location with good lighting, little background noise, and few distractions.
- Join the video conference on time just like in-office meetings.
- Mute your audio in group meetings so the speaker is clearly heard by all.
- Don't forget to unmute yourself before it is your turn to speak.

Stay Well

Whether it's exercise, calling a loved one, or simply an extra hug for the kids, now more than ever, we need to take care of ourselves so we can also care for others.

Well-Being Tips

- Stay active and move throughout your day to boost energy.
- Find simple ways to relieve stress like reading or yoga.
- Wash your hands frequently and practice distancing.
- Dedicate time to practice mindfulness or meditate.
- Turn the 24-hour news off for a while.
- Get some fresh air working outside.

Work/Life Harmony Tips

- Set clear “working” and “home” hours and block them on your calendar.
- Share your schedule with coworkers and family so everyone knows your availability.
- Establish a routine and stick to it.
- When you're working, focus and try to limit distractions.
- When you're off the clock, fight the temptation to peek at your email.





Work Elevated™

We know the benefits that a well-designed workspace can have on your health and productivity. While we didn't design our homes to be highly

efficient workspaces, we can adapt to make them happier, healthier, and more productive spaces.

Home Workspace Tips

- Create a dedicated workspace in your home.
- Consider adding an external monitor for your laptop.
- Clear your area of distracting personal clutter.
- Find an area with good lighting or add a desk lamp.
- Organize or put work away so you don't see it at night.

Active Workday Tips

- Use your phone and headset to turn a call into a walking meeting.
- Alternate between sitting and standing.
- Do some standing desk exercises.
- Set a timer to remind you to move.