



Working from home survival guide.

It's becoming more common for us all to be working from home and for some this is a whole new way of working. Our survival guide to working from home includes some top tips and products to help you adapt to this new way of working.

Plan your day

When working from home, days can lose structure and time can run away from you. The loss of a commute takes away the need to be up and out at a certain time as well as a finish time. That's why its important to make sure working time is allocated, breaks and lunches also. Try get some air and keep

moving if possible, it's easy to just plonk yourself down for the day, but you need to make sure you move about still. A short walk on your lunchbreak or even just getting up to make a coffee helps your circulation and makes sure you're not in the same position all day.



Ensure you have the right equipment

You're doing your best! Working from home may mean you don't have all the equipment you had in the office, plus you may have the added distraction of the kids at your feet. Try

make sure you're as equipped as possible for home working and it should make your day a little easier.

1980048	Fellowes I-Spire Series Laptop Quick Lift
6011277	Q-Connect Ergonomic Wired Keyboard
6011278	Q-Connect Black Scroll Wheel Mouse
6393-823-189	Jabra Evolve 40 MS Mono USB-C Headset
0991331	Fellowes Crystals Gel Wrist Rest Black
0991330	Fellowes Crystals Gel Mouse Pad Black
1510122	Exacompta Forever Pen Pot Black
1155505	S-Tixx Ballpoint Pens Assorted
0081008	Post-it Notes 76 x 76mm Canary Yellow (Pack of 20)
2041245	HP White Office A4 Paper 80gsm
4985609	Pukka Pad Ruled Wirebound Metallic Jotta Notebook 200 Pages A4





Are you ready for remote working?

In the coming weeks, we expect to see many more people working at home, away from the office. We understand that not everyone has the set up for home working so here's a bundle of office items to ensure your staff are working ergonomically whilst at home.



All delivered to your home address within 3 working days
Chair will arrive in a box in 2 parts, for a simple push-together, no tools assembly.
Desk will require some very simple assembly.

Product Code	Description	Colour	Single Unit Price	Price for 2 items
HOP1245536	Banner Operator medium back chair with 2 lever mechanism and permanent contact back and 25" black 5-star base	Black (Phoenix Havana)	£88.50	£83.00
HOP1245537	Banner Operator medium back chair with 2 lever mechanism and permanent contact back and 25" black 5-star base	Blue (Phoenix Ocean)	£88.50	£83.00
HOPMC125WHWH	White cantilever desk, W: 1200mm x D: 800mm, 25mm top	White	£108.50	£102.00

T&C's apply

If you'd like to discuss your furniture requirements with one of our experts, please contact us on:

T: 0845 230 8133 | **E:** Furniture@BannerUK.com

Keep refreshed

We're sure you're following the government advice when it comes to handwashing and using hand gel, however this can have a detrimental impact on your skin. It's important that you apply moisturiser after washing your hands or using hand gel to ensure that

it doesn't become dry and cracked. As well as keeping your skin hydrated you need to make sure you're keeping your whole body hydrated too. Make sure you're eating and drinking enough to keep your energy levels at a high

1170037	Nescafe Azera 100G Instant coffee
1170043	Nescafe Gold Blend Refill Pack 275G
7901321	PG Tips Pyramid Tea Bags (Pack of 1100)
7920308	Pg Tips Mixed Selection
7902302	Nestle Big Biscuit Box
1155385	Plastic Water Bottle 700ml Blue
1170211	Robinson Double Concentrate Orange 1.75L (Pack of 2)
1170210	Robinson Double Concentrate Apple & Blackcurrant 1.75L (Pack of 2)
1170340	Fiesta Jumbo Fiesta Kitchen Roll
1190695	Kleenex Facial Tissues Oval (Pack of 10)
1191262	2Work Replenishing Hand Cream 300ml



Keep the kids entertained

With schools being closed, having the kids at home can be a distraction to your working day. Especially when you're attempting to home school! Therefore, make sure you have a day full of activities on hand to set them on with so you can get on with your job. Here's some handy resources to help you with the kids:

<https://www.century.tech/explore-century/parents/>

<https://www.twinkl.co.uk/>

<https://www.bbc.co.uk/bitesize/levels/z4kw2hv>

<https://www.duolingo.com/>



Speak to your account manager to order everything you need to make sure you're fully ready to work from home.

Normanton

T: 0843 538 3311

Stoke

T: 0845 108 1888

Northern Ireland

T: 0843 535 3310

Norwich

T: 0845 712 5926

Swindon

T: 0845 130 8800

Scotland

T: 0843 538 3320