

# THE DEFINITIVE GUIDE TO A GREAT WORK-FROM-HOME ROUTINE IN TIMES OF QUARANTINE

**A**t UTOPIES, we believe in the power of working from home and have practiced it for over 10 years: from achieving better work-life balance to reducing the environmental impacts associated with commuting, remote working also affords our employees time to better concentrate on certain tasks in the quiet of their own homes. It is a proven fact that working remotely one or two days a week, as most of our team members do, has overall benefits in terms of serenity, flexibility and organisation. Yet, on average, only 30% of French employees are allowed to work remotely one day a week.

Thanks to our own corporate culture which thrives on commitment, innovation and mutual trust, and because we remain fully committed to our mission of raising awareness and transforming business practices in the corporate world (starting with us!), we trust that we can successfully navigate the forthcoming weeks of widespread, unprecedented yet necessary remote working as together we weather the current sanitary crisis.

« An optimist sees the opportunity in every difficulty » said Winston Churchill: we are confident in our ability to work remotely together in a positive, efficient, fulfilling and sustainable way, and we are happy to share with you our key tips born from our many years of experience.

**“I NEVER WROTE ANYTHING IN THE OFFICE. TOO MANY DISTRACTIONS”**

David Ogilvy, publicist



## WELL-BEING AND WORK-LIFE BALANCE

### #STRUCTURE

Keep up your work habits, get dressed in the morning, set yourself a work schedule (in agreement with any other person present at home so as not to be disturbed).

### #RITUALS

Avoid any overlap between work and personal life by giving yourself some time to transition from one to the other (time you would usually spend commuting) like a 15-20 minute morning walk, a yoga or sports session, a reading break, learning a new language or practicing a hobby...

### #SPACE

Dedicate a specific space for work to allow symbolic disconnection.

### #BREAKS

Take some time to cook and have a real lunch break, take regular active breaks to prevent health issues, e.g. using free workout videos online (sitting is the new smoking!).

### #LIGHT

Set up your desk near a window to enjoy natural lighting (better for both your mood and the environment) and ideally close to plants (certified spirit and productivity boosters) to stay as connected to natural elements as possible.

### #AIR

Favour environment-friendly cleaning products and air your office space as often as possible to decrease indoor air pollution, which is 8 times higher than outdoors on average.

### #ERGONOMICS

Choose comfortable furniture and equipment adapted to your needs (chair, desk, screen, mouse...).



## CONVIVIALITY AND WORK ORGANISATION

### #TRANSPARENCY

Let your colleagues know where you are and when you are working or not, to avoid being disturbed; mark on your shared calendar your available time slots.

### #CONVIVIALITY

Prefer phone calls and video-conferencing to e-mails and WhatsApp messages (to sustain the quality of your work relations and foster team spirit); make a point of checking on participants and their families before starting online meetings; get creative about maintaining moments of conviviality with your team or clients online (breakfasts, coffee breaks, lunches, happy hours...).

### #PROXIMITY

Attend weekly team meetings via video-conference; be present and active on the intranet; set an easily recognizable profile picture on all remote tools; do not make a habit of passively attending meetings (staying "mute" and listening only).

### #ALTERNANCE

Avoid staying more than two hours without interacting with a colleague, but make sure to take time offline to recover between videoconferences or phone meetings that require intense concentration.

### #MANAGEMENT

Take the time to properly structure work, meetings, deliverables, to coordinate and communicate well in advance, to lay the foundations of trust and autonomy which are our two most important allies in this period.

## ECO-FRIENDLY HABITS AND ENVIRONMENTAL PRESERVATION

### #PURCHASES

Favour healthy, organic, locally-sourced and ideally seasonal foods (it's spring-time!) as well as environment-friendly products (FSC recycled paper or notebooks, refillable pens, non-toxic glues now commonly available in supermarkets/paper stores and delivery companies).

### #RECYCLING

Sort and recycle your waste, bring electronic and special wastes (batteries, toner cartridges, light bulbs...) back to the office or to other collection points (supermarkets, electronics stores...).

### #ENERGY

Unplug chargers and turn off monitors, printers or other equipment at the end of the day, get equipped with multi-socket extensions to be able to switch off all of your office devices in one go.

### #HEATING

Remember to wear a sweater indoors to avoid overheating your home office (we tend to feel cold when remaining still for extended periods of time)<sup>1</sup>.



## DIGITAL HYGIENE AND RESPONSIBLE IT



### #WIKI

Post all company procedures, operational tips and databases on the company's wiki in order to make this information available to everyone without having to e-mail the whole team.

### #ATTACHMENTS

Limit the size of your attachments (sensible use of images and videos, compres-

sion, etc.) and avoid >1MB file transfers via e-mail – use free online file transfer services such as Smash or WeTransfer.

### #BACKUP

Make a point of regularly backing up your work.

<sup>2</sup>: 19 ° in the living rooms, 16 ° in the bedrooms, it's good for your health, your wallet and the environment. Passing from 20 ° to 19 ° may require an extra sweater, but it translates into a 7% reduction in energy consumption . Source: <https://www.ademe.fr/sites/default/files/assets/documents/guide-pratique-economiser-eau-energie.pdf>