

HAWORTH

# Home Office Playbook

Designing a healthy and effective work environment at home



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# Working from home – the New Normal?

For most of us working from home has become a new standard that has brought many advantages and some challenges. The minority of us is blessed with the ideal work setting at home and daily challenges come in many shapes or forms. Like noisy coworkers aka flatmates testing our ability to focus, or temporary set ups on kitchen tables that remind us of coworking cafés we thought we'd never have to sit in again. Improving the ideal work environment is not as hard as you might think. In this playbook you find easy tricks and tips that help you to improve your home office and provide you the ideastarters that help you to make your home your new office.



At Haworth 84,9% of the employees working from home say they can work productively from Home.\*

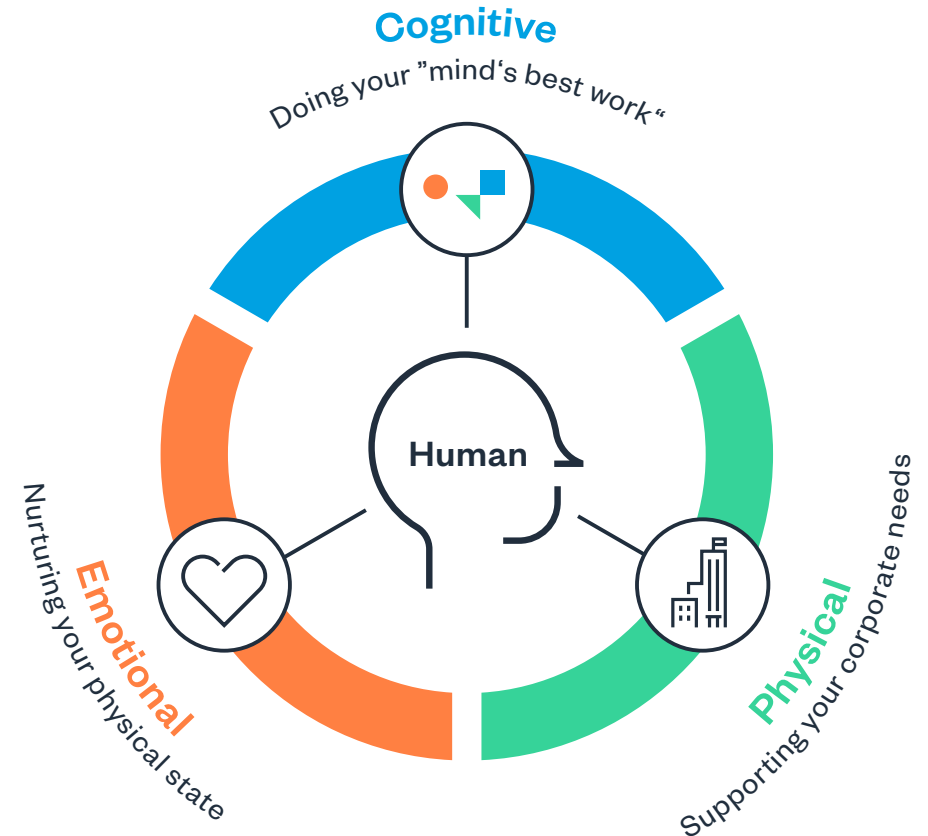
# The aspects of human performance

Our framework of Affordances aims to help people to do their best work. In a normal work environment like an office.

We say that Affordances are necessary for the employee regardless of who they are, what tasks they have, or where the tasks take place, which means that they can be applied across job functions, cultures, and geographies.



How do Affordances manifest at home?



# Human performance while working from home



## Cognitive

### Home offices are hybrid spaces

The ability to focus will be affected by stress levels due to technology, distractions, extra noise. The organisation of a workplace at home is not as easy as in the office due to limited space, shared items and fewer opportunities to create visual and acoustic barriers.



## Physical

### Home offices are ergonomic challenges

Kitchen tables, bar stools, ironing boards in bedrooms, the list of home office inventions is long. Home offices are rarely equipped to support physical needs and provide the necessary ergonomic support.

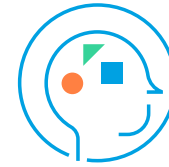


## Emotional

### Home offices are more homes than offices

Due to distancing the desire for connection becomes more important. At the same time wellbeing will depend on the individual ability to maintain a healthy work-life-balance.

# Design implications



## Cognitive

- smart ideas for acoustic office solutions
- easy "design hacks" to create versatile spaces



## Physical

- simple ergonomic rules for a healthy body
- space design that encourages movement throughout the day



## Emotional

- rituals and rules to help build a work from home routine

# Acoustic distractions are a given

Acoustic distractions can come from many different sources: Children, room mates, other unfamiliar noise that cannot be controlled.

The ideal home office should offer solutions that can temporarily or permanently help to cope with unwanted noise.

# 65%

of the participants share their home with a partner, a family member a flatmate or another person.

# 33%

have children or other pets.

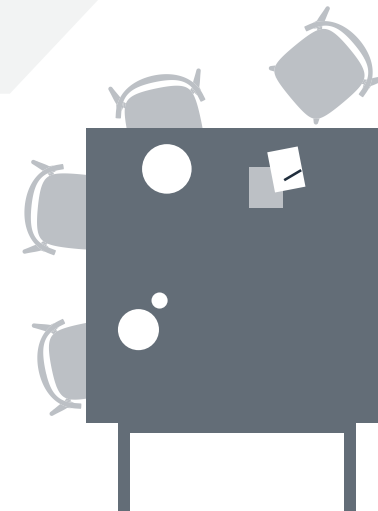
## Auditory interference

predictable sounds like conversations or speeches



## Auditory distraction

unpredictable sounds like children playing, dogs barking

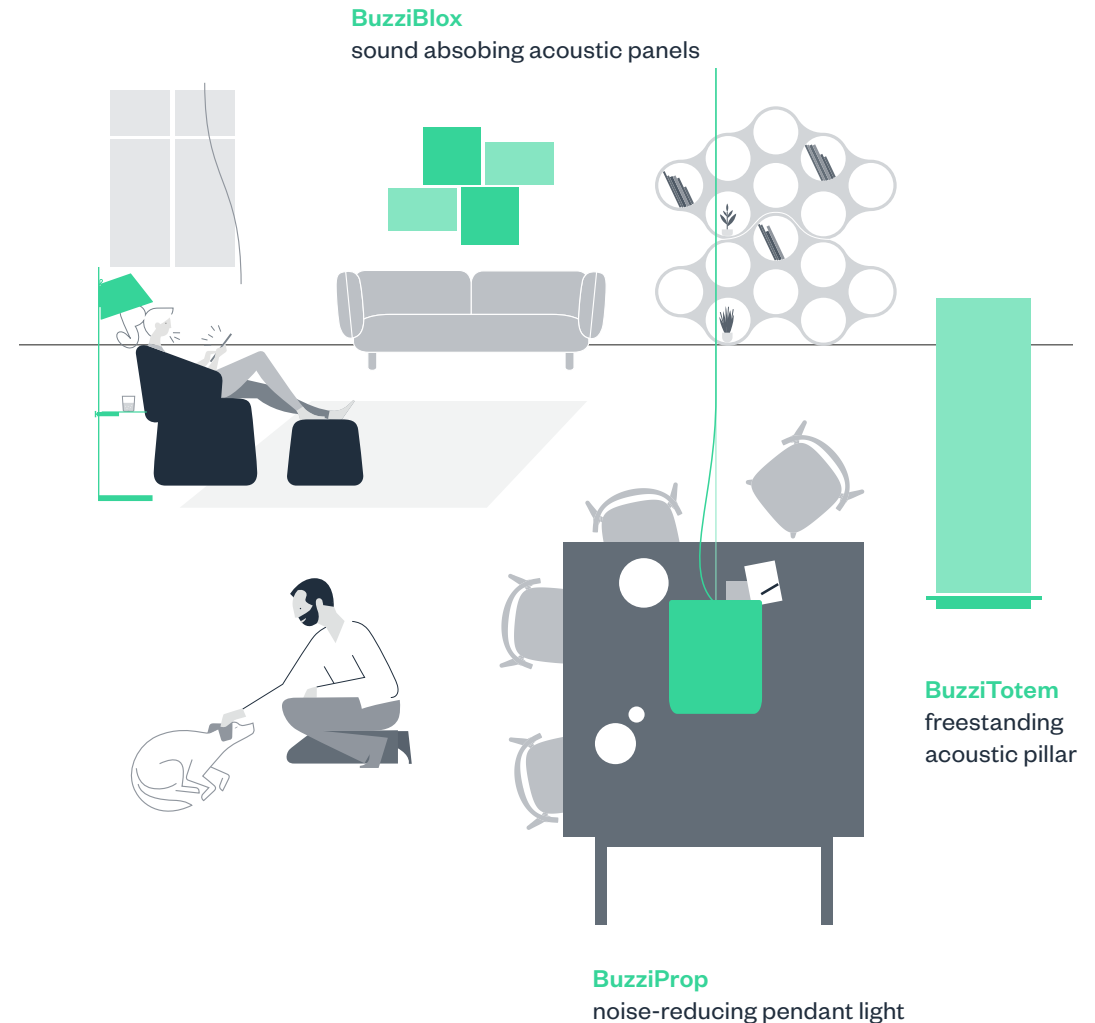


# Improve acoustics through portable solutions

The three activities that are mostly executed in the home office are individual focus work (89,9%), planned meetings (87,1%) and video conferences (70,1%). Portable solutions like movable acoustic screens or smart furniture can help to minimize acoustic distractions and improve the acoustic quality of the workspace. A functional acoustic set up helps to reduce stress and improves overall well-being. For those who want to improve the acoustic quality within their dedicated office, wall mounted acoustic panels and acoustic lighting can improve the quality of a room.



89,8% think that individual focused desk based work is an important activity, when working from home





# Acoustic solutions for your home

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Room divider

Freestanding elements

Wall panels & lights



**BuzziScreen** by BuzziSpace

**BuzziFrio** by BuzziSpace

**BuzziPleat** by BuzziSpace

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# Adapt your space, change the purpose

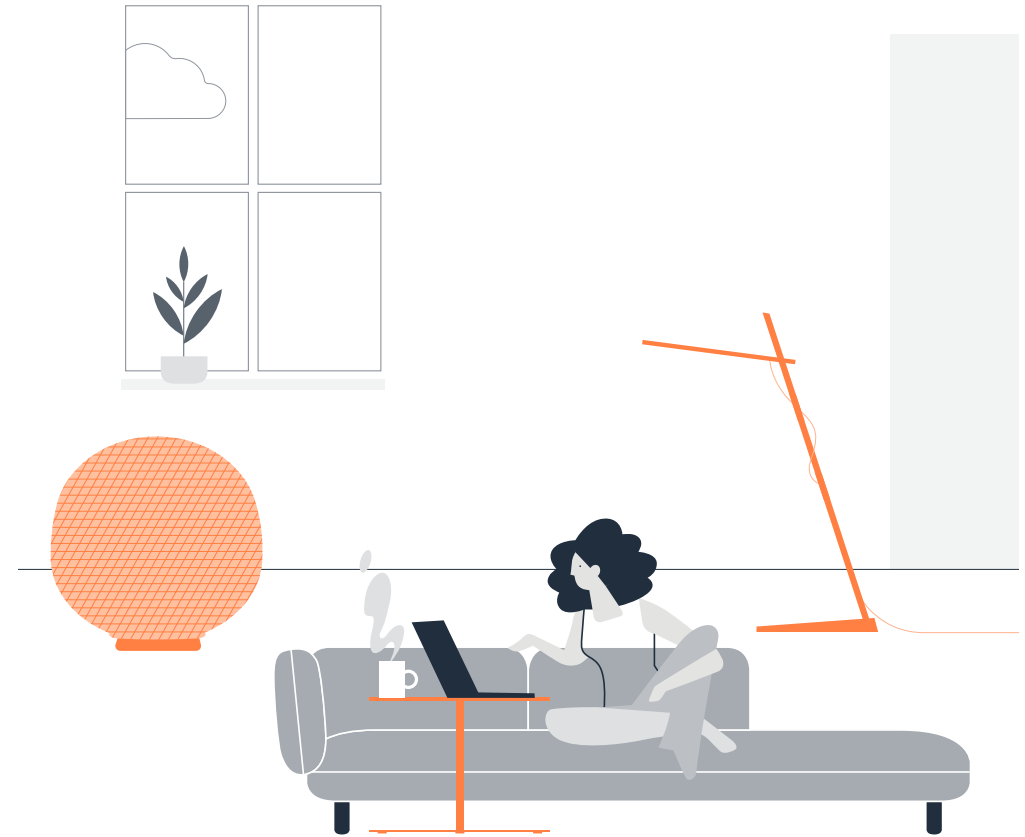
Only 45% have access to a dedicated work rooms or offices in their homes. For the rest of the participants the home office is blending in with other areas. In order to create productive home office environments the non-exclusive areas need to be adaptable to meet both the needs to support work and provide a space to live.

Create work islands within your home that allow to change the prupose of an area in an instant.

- Add a laptop table to your sofa
- Add acoustic elements to your your bar counter
- Add additional lights to a lounge corner

## Little extras can change the purpose of a space

Make your lounge area a relaxed workspace, transfor your dining table into a lunch meeting area. Those products help you to create work islands wherever necessary.



Add acoustic support

Add laptop tables to sofas

Add additional light to lounge areas

# Smart furniture for versatile spaces

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Smart lounge furniture

Movable laptop tables

Additional light sources

Flexible Furniture

Smart storage

Harbor Work Lounge by Haworth

Pip by Haworth

Clamp by Pablo

Eddy by Haworth

HC1 by Haworth

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# Ergonomics

With over three decades of knowledge and research, we understand sitting and how to support people at work.



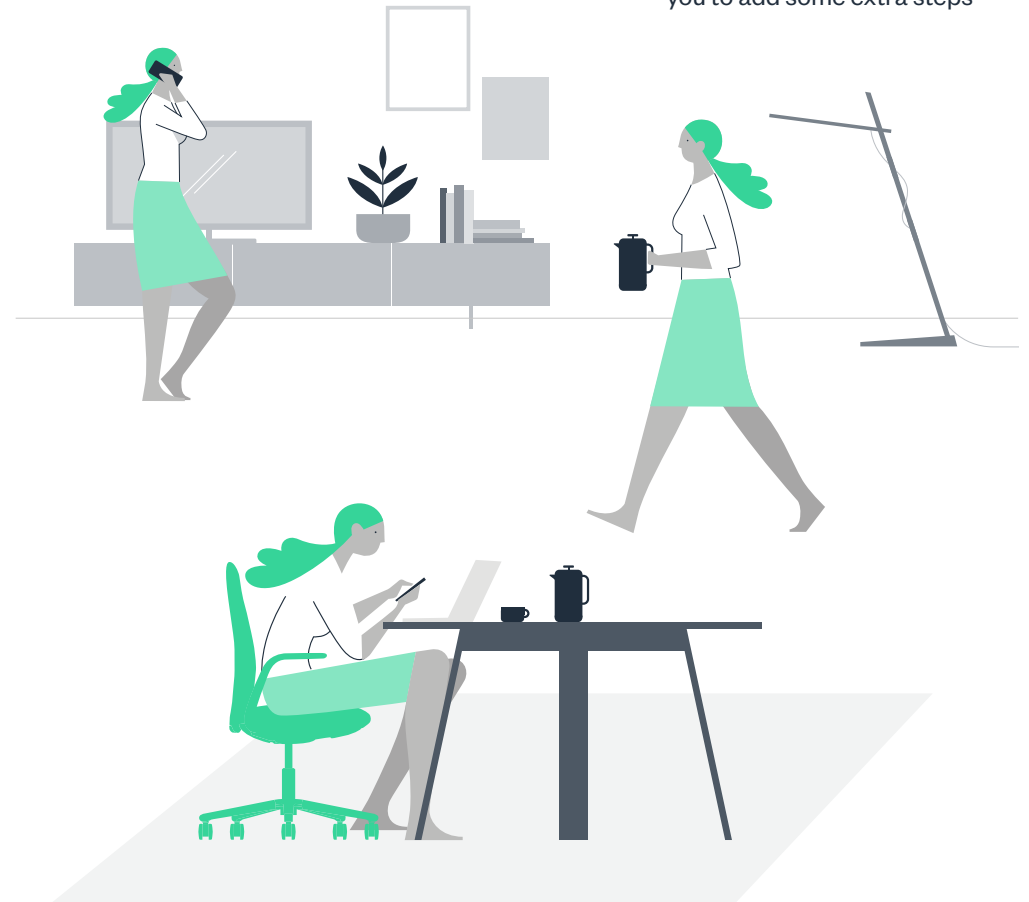
**50%** Sitting  
**25%** Standing  
**25%** Moving

In order to counteract the lack of movement at the workplace, occupational physicians recommend the so-called “ergonomics formula”.

A person should spend a maximum of 50% of their working time sitting; the remaining time standing (25%) and moving (25%).



Try to organize your workspace differently so that it motivates you to add some extra steps



# How to setup an ergonomic desk

## Ergonomic Desk Set-Up Tips

Good workplace design fosters well-being and employee engagement, ultimately leading to higher organizational performance.

**94,2%** think the chair is important when they work from home, but only **58,7%** are satisfied with it.

**92,9%** think the desk is important, but only **63%** are satisfied with it.



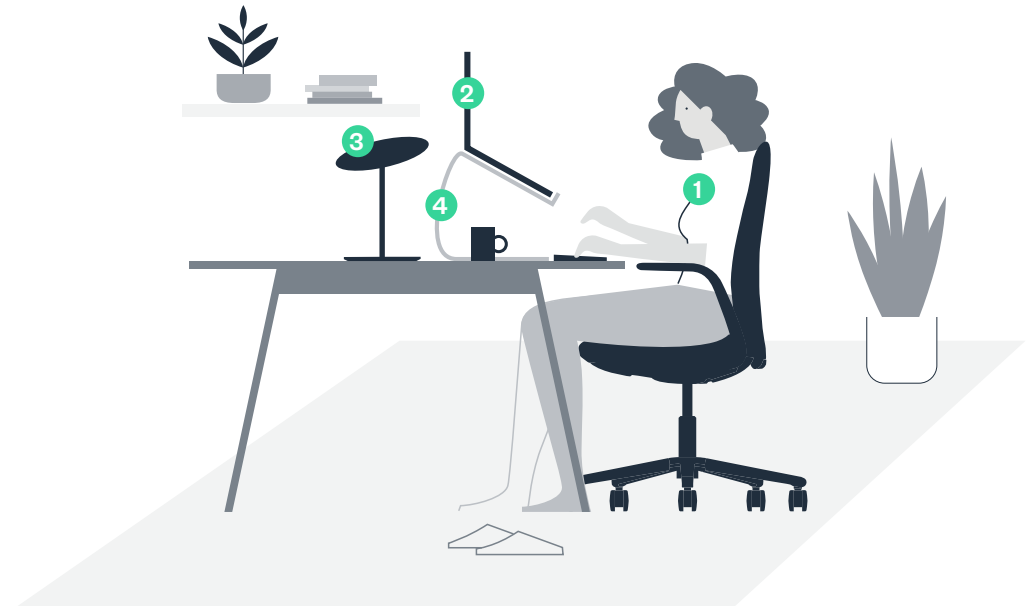
## Sit

- 1 Provide adjustable seating that allows user to assume different postures in upright, reclined, or forward tilt positions.
- 2 Torso to thigh angle should be 90 degrees or greater when sitting.
- 3 When sitting, armrests should not interfere with user getting close to the worksurface.
- 4 Clearance under the worksurface should allow room for legs without contacting the surface above.
- 5 Allow for freedom of movement—there should be no obstructions at foot level.
- 6 Feet should be flat on the floor or on a footrest when sitting.

# How to setup an ergonomic desk

## Ergonomic Desk Set-Up Tips

Providing ergonomic workspaces that fit each user can help people work safely and effectively. Use these tips to design comfortable spaces that allow people to feel healthier and be more productive.

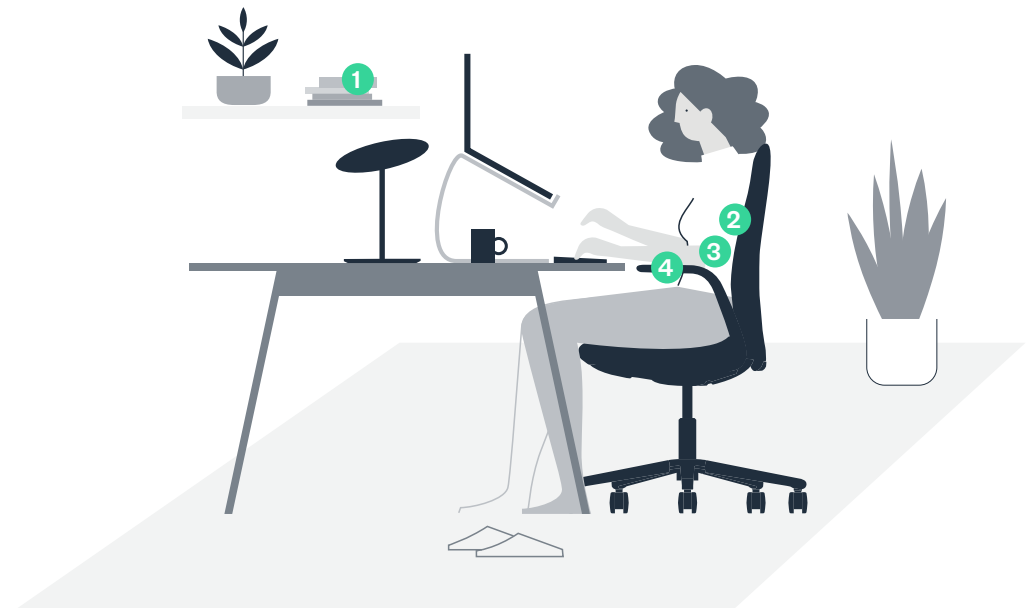


## Look

- 1 Users should sit/stand centered at their task/computer monitor.
- 2 Adjust the computer monitor to be approximately an arm's length away from the front of the body and at a height that keeps the head in an upright (neutral) posture.
- 3 Incorporate task lighting to illuminate the worksurface.
- 4 When using a laptop use monitor arms or other toolset improve the position of your monitor

# Treat your workplace at home differently

When working from home, make sure you don't have everything at your fingertips. Place the printer far enough away, so that you can move when getting your print-outs or use shelves that make you stand up once in a while.



## Reach

- 1 Items used less frequently should be placed in the secondary work zone, while those used more frequently are in the primary work zone. Adjust access if necessary when moving from sitting to standing.
- 2 Keep elbows and arms close to the body; upper arms should hang down straight at user's side.
- 3 Keep elbow angle between 70 and 120 degrees, and keep wrists straight while working.
- 4 Height of the worksurface or armrests should provide support for the forearm in a manner that avoids leaning to one side or lifting the shoulders.

# Change postures and move whenever possible

## Ergonomic Desk Set-Up Tips

Good workplace design fosters well-being and employee engagement, ultimately leading to higher organizational performance.



Only 67,3% say that they can be physically active while working from home.



## Stand

- 1 Provide a height-adjustable table to offer opportunities to change positions and postures.
- 2 Begin standing in sessions that last 15 minutes or less and slowly increase standing time.
- 3 Think movement/steps and posture change throughout the workday.
  - It is important to assume different postures while standing.
  - Every step helps the body maintain proper metabolism.
- 4 Allow for freedom of movement – there should be no obstructions at foot level.



# Set boundaries and establish new routines

Studies say that home office workers tend to work more hours than people who work in their offices. Working from home requires a different set of routines and a new structure. It is hard to maintain a healthy work-life-balance when the line between work and home becomes blurry. Time outside and a change of environment have proven to enhance creativity.

- when planning your day make sure you include enough time for breaks.
- if possible try to accomplish some of your tasks outdoors or have your coffee or lunch break outside
- celebrate your breaks by taking your time to brew your favourite coffee roast, enjoy your tea in your favourite cup or have a virtual video coffee date.



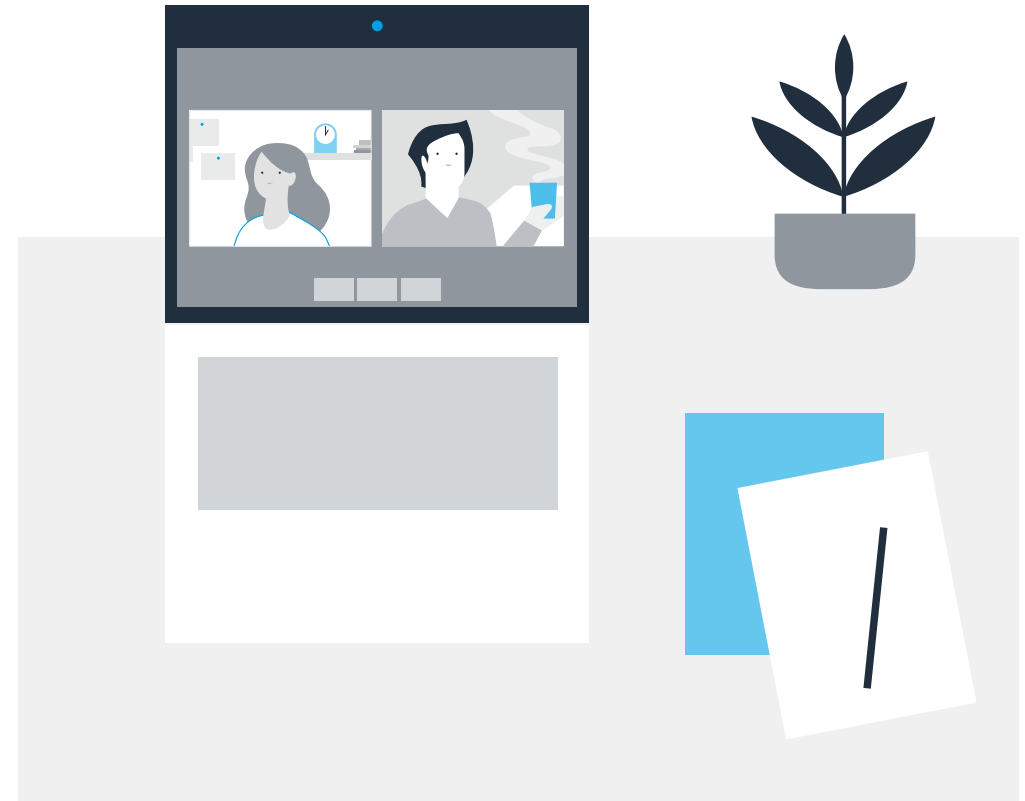
Make sure you draw the line, and find always time for walks outside and restorative activities.



# Find new ways of connecting

Staying in touch and keeping that connection is hard without the informal coffee break in between or casual conversations. Especially managing a team is significantly more challenging when done remotely.

Only **59%** of people working from home feel connected to their colleagues.



Use as much video as possible

Leave time in meetings for small talk and social connection

Get familiar with "fun" tools and apps to help you stay connected

## 5 ultimate tips for the successful home office

1

Provide the right home office equipment.

2

Try to set up an ergonomic workplace.

3

Use the entire space in a smart way.

4

Establish a “work from home” behaviour.

5

Work hard. Play hard.  
Make room for recovery.

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„Our research shows that the better the home office set up, the more productive an individual feels while working from home. So it should be the focus of every employer to make sure that their employees have the ideal circumstances not only in their office but also at home.“



**Henning Figge**  
Vice President International  
Haworth

My home environment enables me to work productively



The physical settings I use when working from home are suitable for the work that I do



When I work from home, I am able to maintain a healthy work-life balance





Home Office

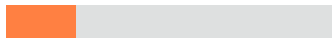
# Idea Starters

# Home Office XXS

Space required none



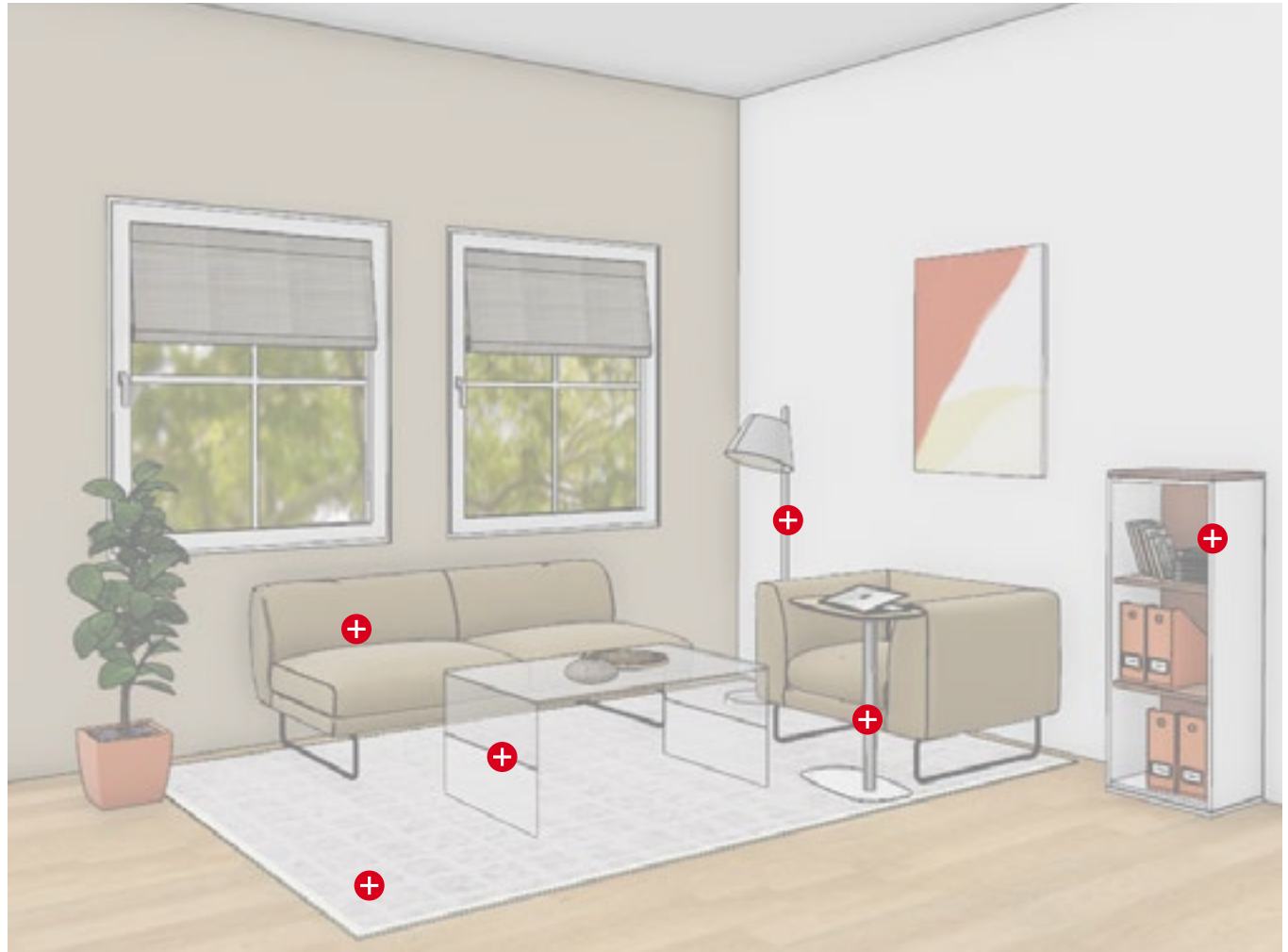
Ergonomics



Lighting



Acoustics

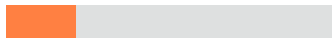


# Home Office XXS

Space required none



Ergonomics



Lighting



Acoustics



# Home Office XXS

Space required none



Ergonomics



Lighting



Acoustics



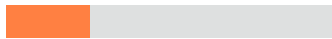


# Home Office XS

Space required ca. 0.9m<sup>2</sup>



Ergonomics



Lighting



Acoustics

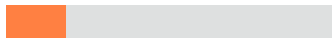


# Home Office XS

Space required ca. 1m<sup>2</sup>



Ergonomics



Lighting



Acoustics



# Home Office S

Space required ca. 1.2m<sup>2</sup>



Ergonomics



Lighting



Acoustics



# Home Office S

Space required ca. 1.2m<sup>2</sup>



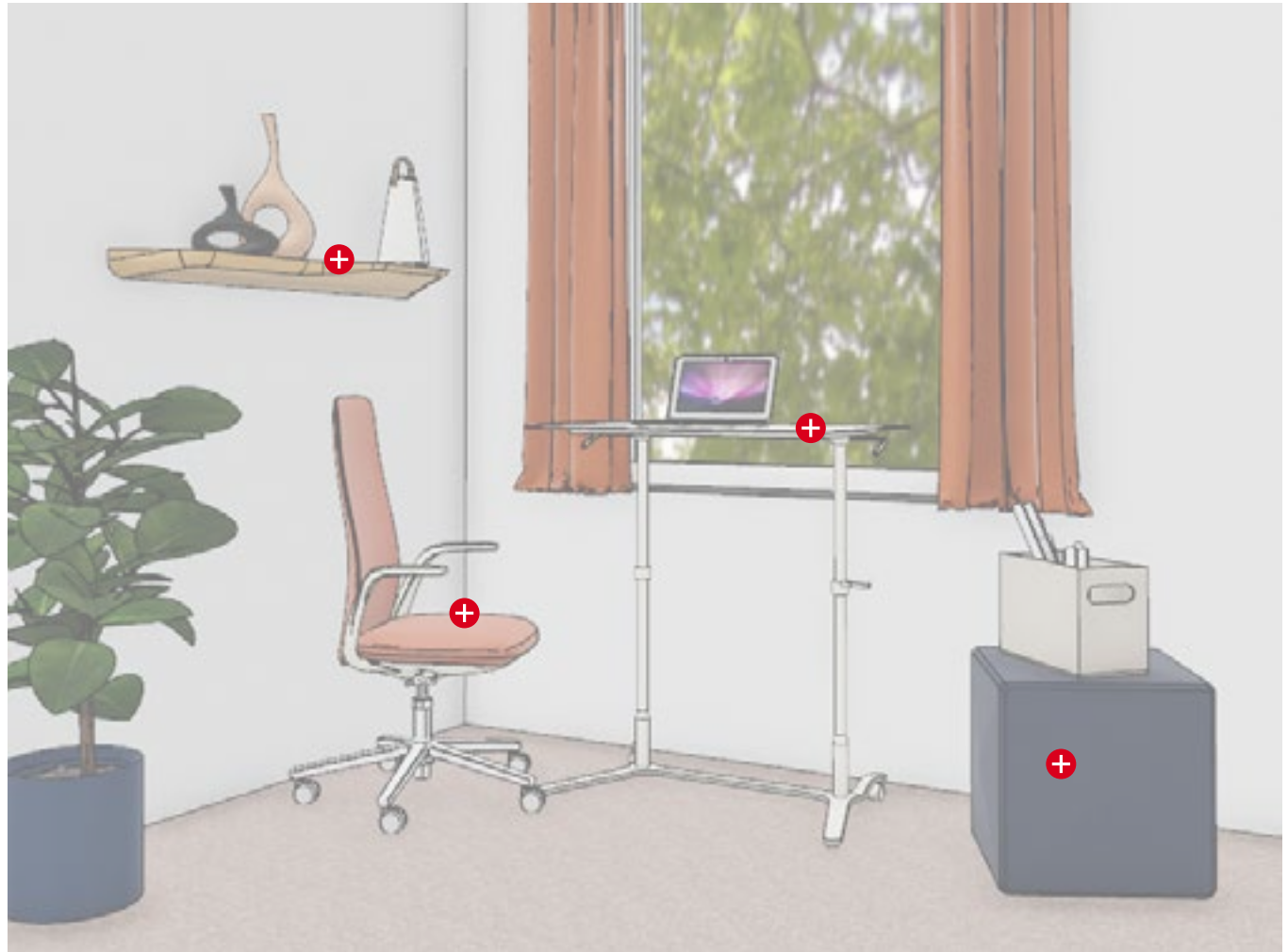
Ergonomics



Lighting



Acoustics



# Home Office M

Space required ca. 1.5 m<sup>2</sup>



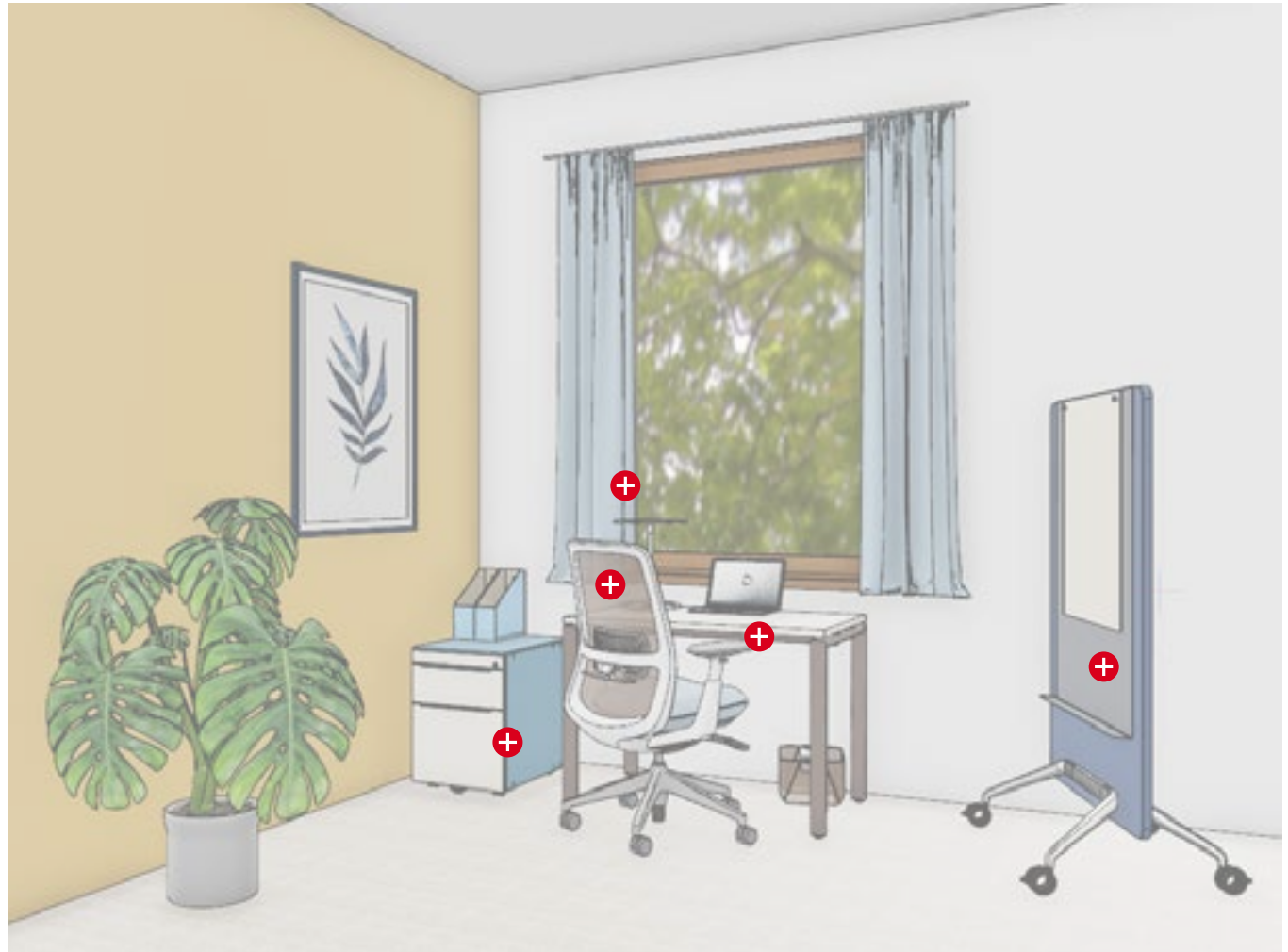
Ergonomics



Lighting



Acoustics



# Home Office M

Space required ca. 1.5 m<sup>2</sup>



Ergonomics



Lighting



Acoustics



# Home Office L

Space required ca. 2.0m<sup>2</sup>



Ergonomics



Lighting



Acoustics



# Home Office L

Space required ca. 2.0m<sup>2</sup>



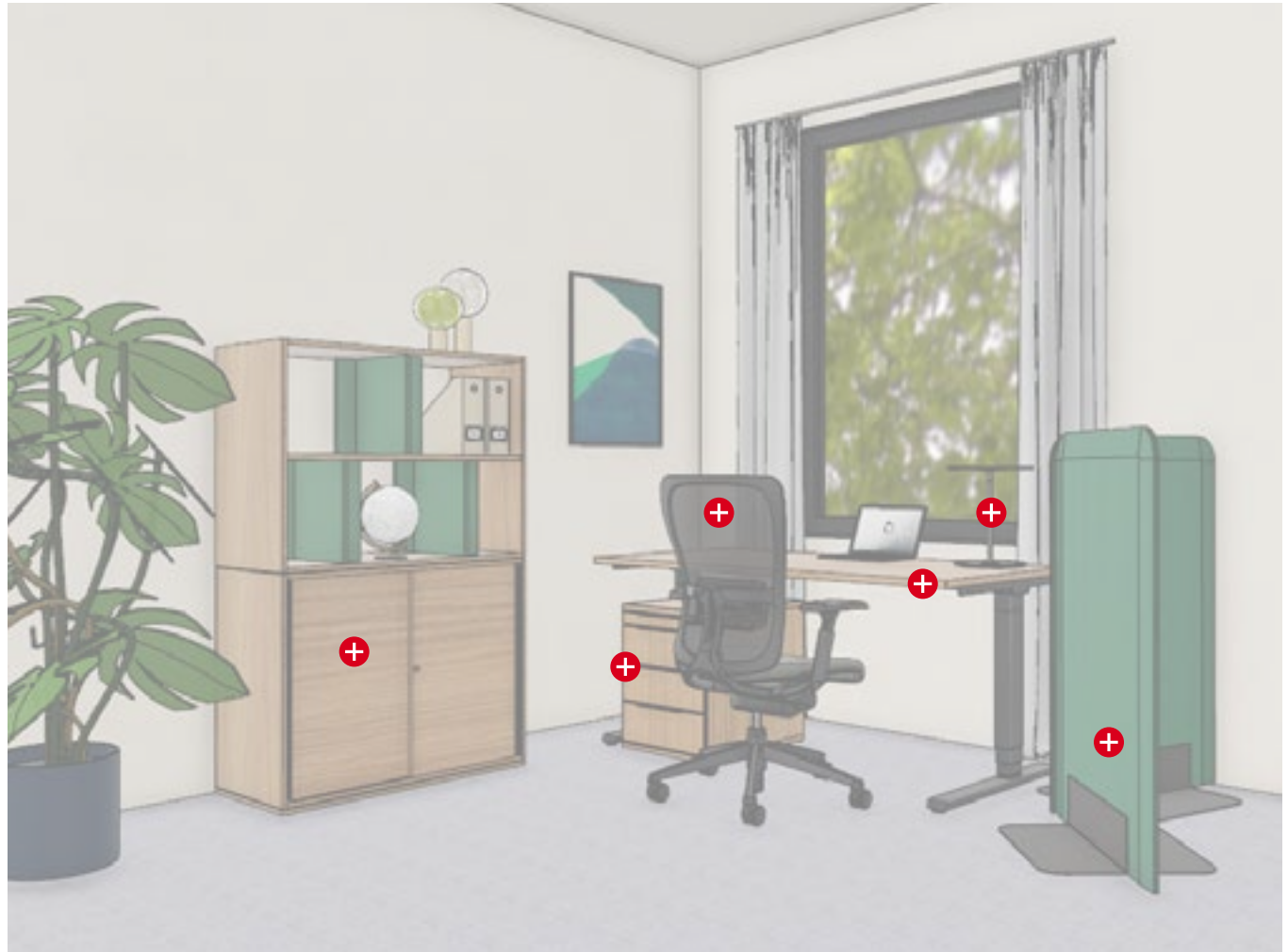
Ergonomics



Lighting



Acoustics





# Home Office XL

Space required ca. 2.5 m<sup>2</sup>



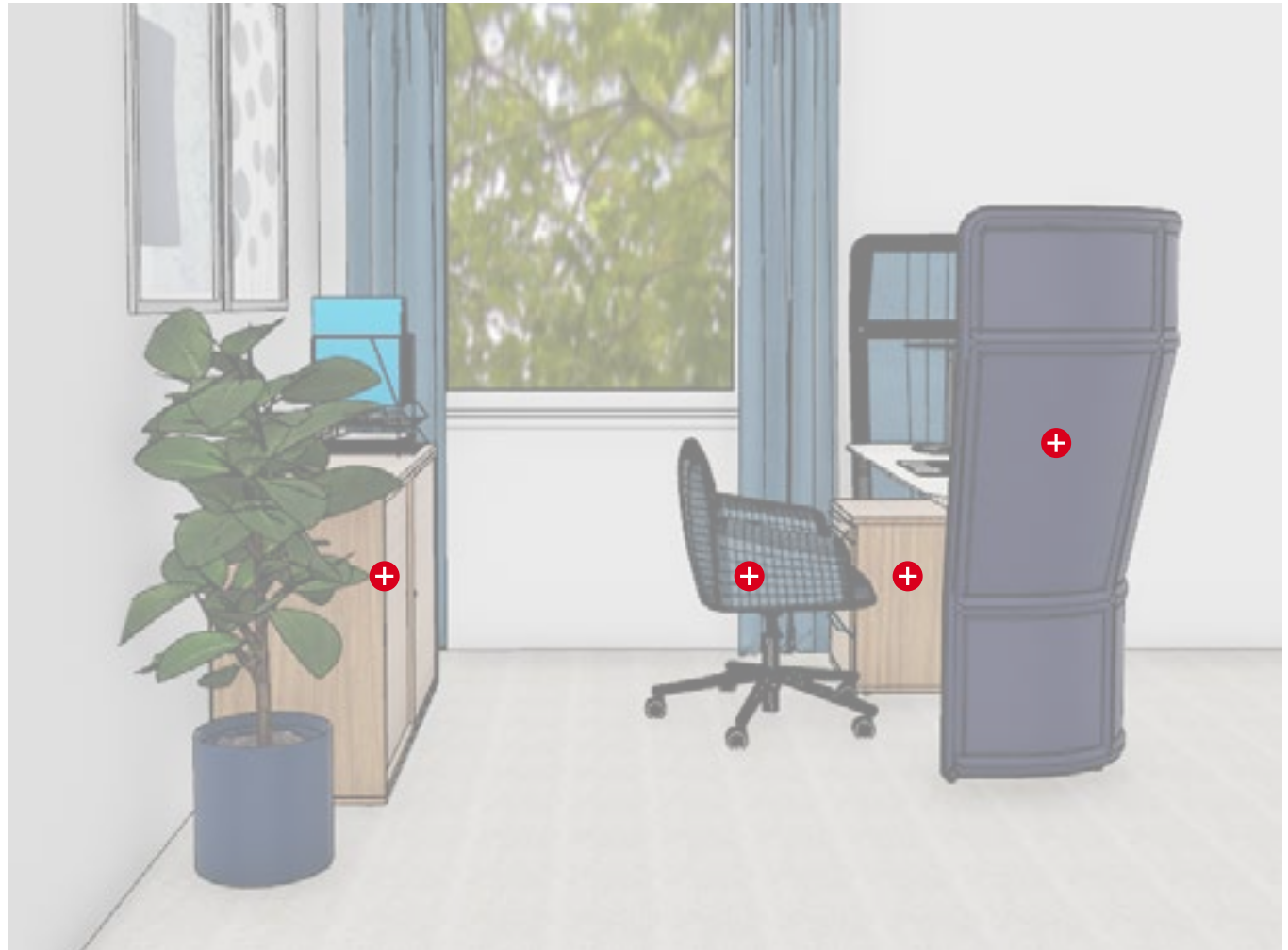
Ergonomics



Lighting



Acoustics



# Home Office XL

Space required ca. 2.5 m<sup>2</sup>



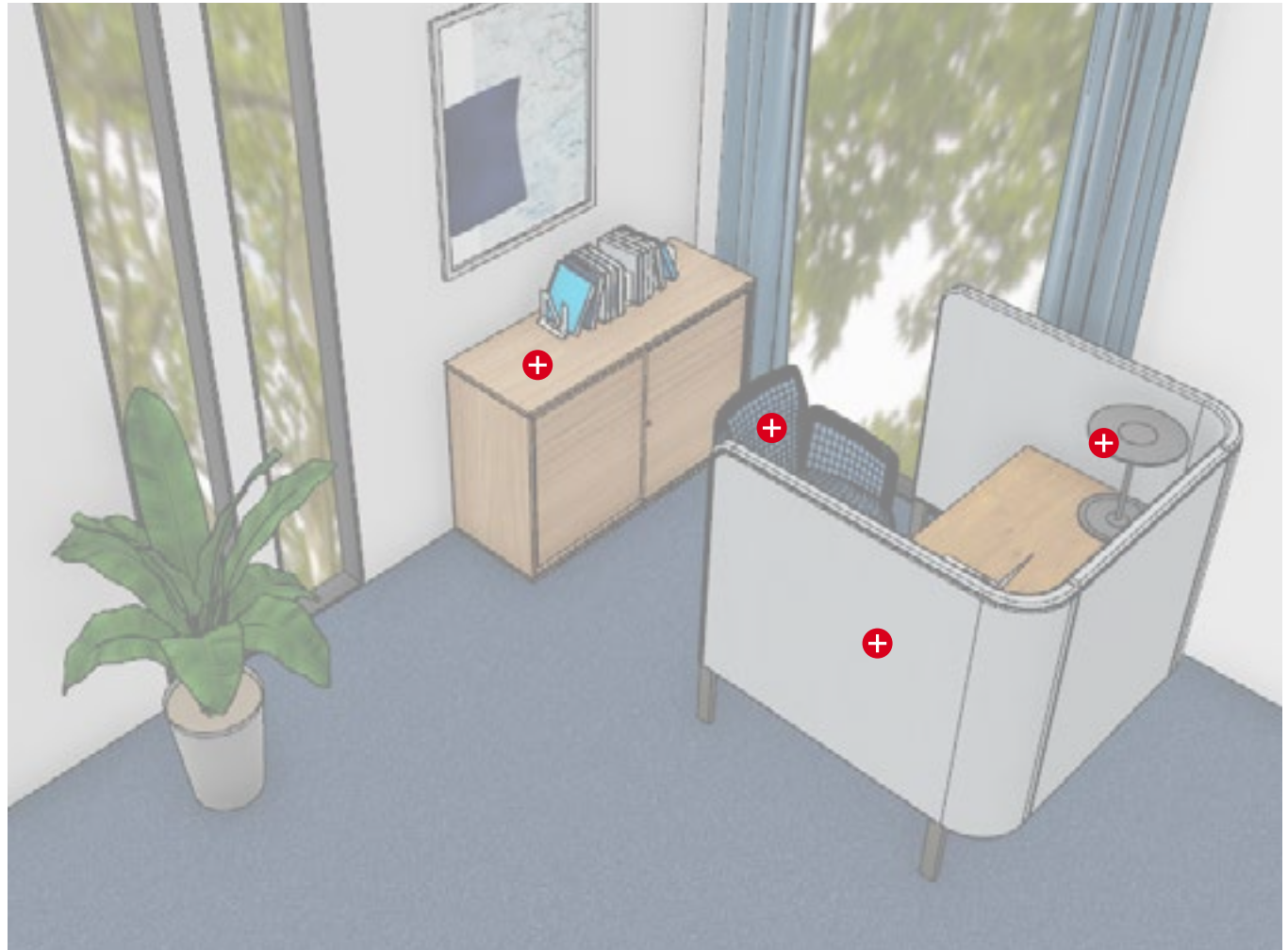
Ergonomics



Lighting



Acoustics



# Home Office XXL

Space required ca. 12m<sup>2</sup>



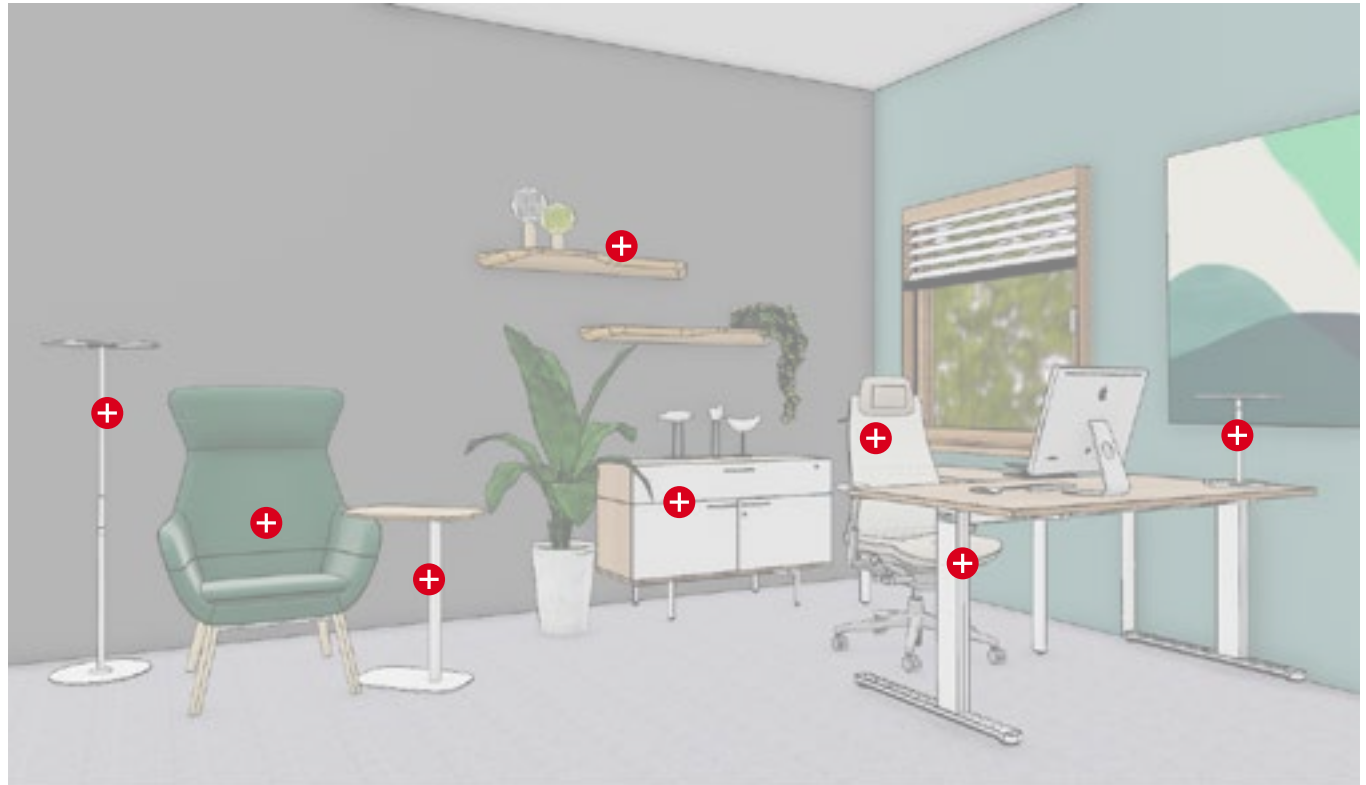
Ergonomics



Lighting



Acoustics



# Home Office XXL

Space required ca. 12m<sup>2</sup>



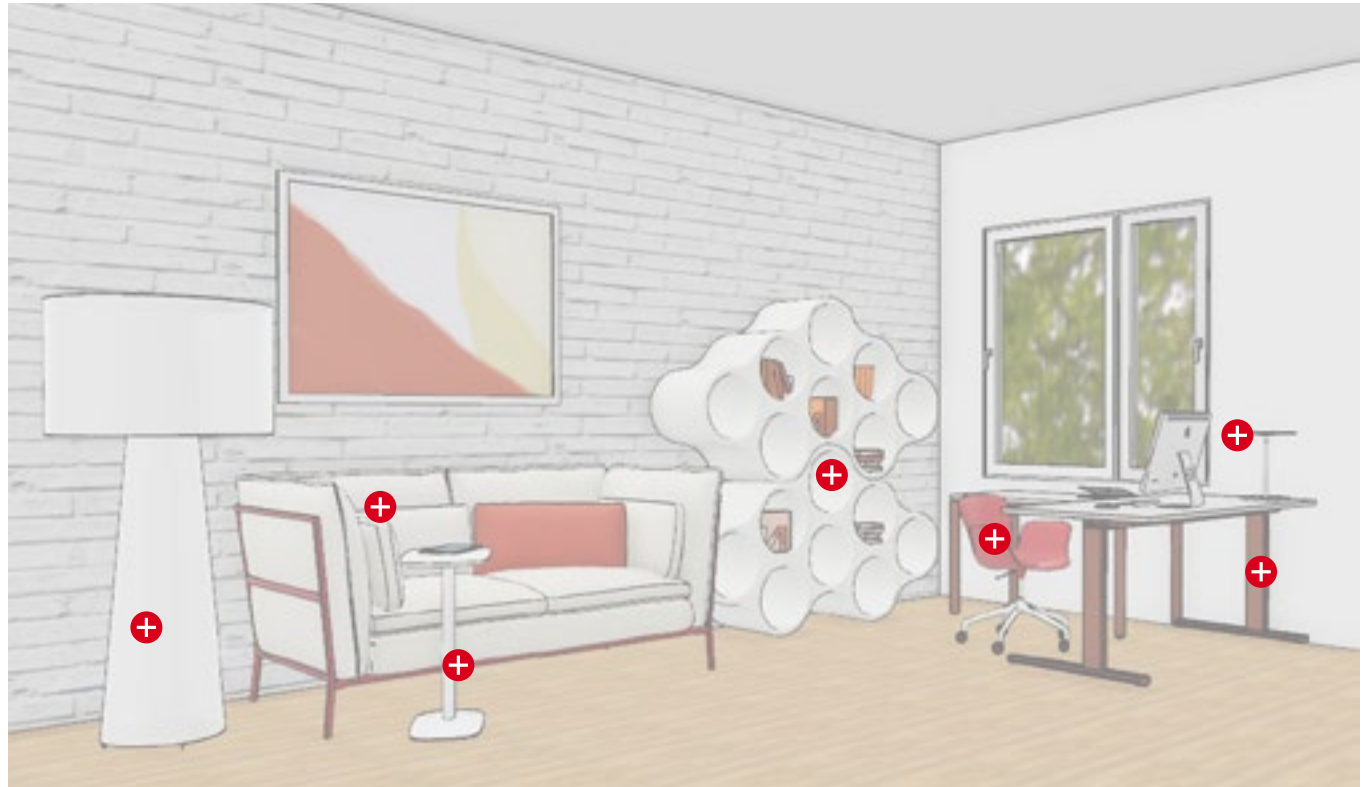
Ergonomics



Lighting



Acoustics



# Home Office XXL

Space required ca. 12m<sup>2</sup>



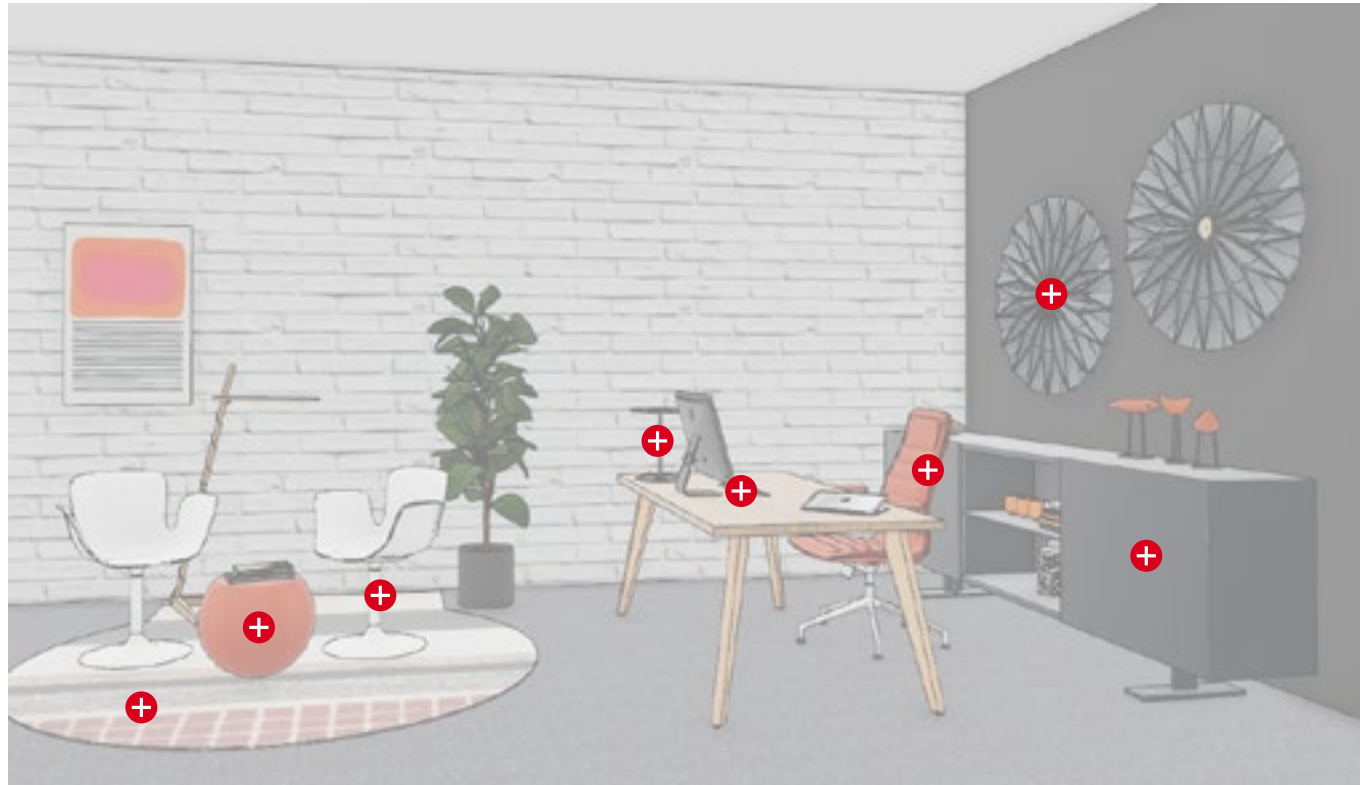
Ergonomics



Lighting



Acoustics



HAWORTH

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Home Office

**Solutions**

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# Chairs

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**Lotus** by Cappellini

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**Soji** by Haworth

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**Fern** by Haworth

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**Nia** by Haworth

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**Tate Color** by Cappellini

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**Tate** by Cappellini

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# Desks & Tables

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**Lyft** by Haworth

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**Tibas** by Haworth

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**Your Place** by Haworth

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**A\_Wood** by Haworth

---

**BuzziPicNic Meet** by BuzziSpace

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**BuzziPicNic** by BuzziSpace





# Desks & Tables

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**Eddy** by Haworth

---

**Pip table** by Haworth

---

**Gong** by Cappellini

---

**Bong** by Cappellini

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# Lounge

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**Harbor Work Lounge** by Haworth

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**Low Pad** by Cappellini

---

**Crona Lounge** by Brunner

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**BuzziMe** by BuzziSpace

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**Poppy** by Haworth

---

**Elan** by Cappellini

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**BuzziCube** by BuzziSpace

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# Storage

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**Metal Pedestal** by Haworth

**HC1** by Haworth

**Be\_Hold** by Haworth

**BuzziPlank** by BuzziSpace



# Partitions & Privacy

**BuzziFalls** by BuzziSpace

**BuzziFree** by BuzziSpace

**BuzziScreen** by BuzziSpace

**BuzziFrio** by BuzziSpace

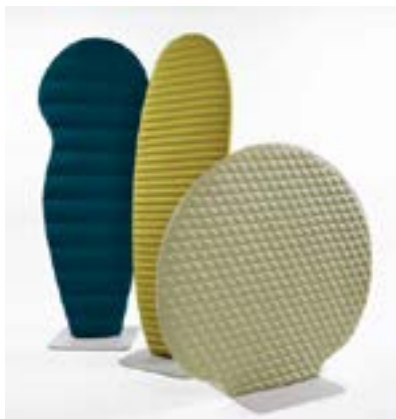


**BuzziPlant** by BuzziSpace

**BuzziCactus** by BuzziSpace

**BuzziFrontDesk** by BuzziSpace

**Openest2** by Haworth



# Accessories & Lighting

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**Corner Office** by Pablo

**Bola Disc** by Pablo

**UMA** by Pablo

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# Accessories & Lighting

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**Circa** by Pablo

**Clamp** by Pablo

**Lana** by Pablo

**Contour** by Pablo

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# Accessories & Lighting

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**Team** by Brunner

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**BuzziPleat** by BuzziSpace

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