Sometimes external factors force companies, of all sectors and sizes, to change their working methods and adapt by, for example, implementing teleworking. A trend that has been making headway in recent years thanks to the uptake of new, more flexible and agile working philosophies based on people, ideas, projects and objectives.

The home office embodies a new way of focusing work, which casts aside rigid, predetermined norms to prioritise people and tasks. It also helps to cut operating costs as well as environmental impact. Today’s digital tools and hyperconnectivity also favour this way of working, whether it’s full or part-time.

In this area, Actiu, whose origins lie in the home office through the first piece of furniture for the personal computer, has been using its experience to compile a set of golden rules for creating the best and most comfortable home office.
Find the ideal space.

Regardless of the working hours of the job, it is preferable that the chosen space is not close to televisions or busy areas so as to avoid distractions and interruptions.
2. Be aware of natural light levels and get a good source of artificial lighting.

Light is a key factor in productivity and job satisfaction. Paying close attention to this aspect boosts wellbeing, increases creativity, and makes it easier to perform tasks in a more agile and efficient manner.
Ergonomic and versatile furniture.

A good desk and chair are essential. For desks, in addition to the correct size for the task, it is important to have openings for cables. They can be height-adjustable, which is very popular these days, to switch between working sitting down and standing up to provide ample opportunities for movement. Folding and ease of movement are two other good qualities. In terms of chairs, they must be designed in a way that adapts to the posture and physiological needs of the human body as it is advisable that any home workspace ensures the same ergonomics, wellbeing, and functionality as offices.
Filing.

Organisation is critical in teleworking. Using items to store and categorise materials simply and unobtrusively is essential in all home offices.
Solutions for videoconference meetings and group work.

The trend is to use organically shaped desks that make videoconferencing easier and aid communication with visitors. Likewise, it is good practice to have a cloud platform to work with collaborative digital tools that allow for remote resource management without the need for face-to-face contact.
Create a small reading and relaxation area.

This is known as soft seating and helps create a setting of peace and change our mindset. It has been shown that people are more productive and imaginative if they include time to relax in their working day. Making good use of colour is also essential. Tones that offer health benefits and increase comfort are to be favoured. Whilst colours such as green, blue, and yellow boost wellbeing and creativity, using vivid colours such as red or orange requires prudence and should be reserved for specific objects that you want to highlight.
Separate the space from the rest of the home.

Using either a door or soundproofing panels that can isolate the workspace and boost concentration, even when the family home becomes noisy.
Environmental commitment.

Home offices must be environmentally friendly as far as possible. To do so, it is recommended that we use recycled materials, avoid plastics, and ensure that all material used, such as paper, toner and so on, is placed in the correct containers so that it can be discarded as efficiently as possible. Likewise, LED lights should be used to avoid excessive electricity use and all equipment should be turned off when not using our home office to prevent unnecessary energy use.
Free from formaldehyde.

Health is important, especially at home. In the design of new teleworking spaces, using materials free from formaldehyde is a clear and achievable trend. Formaldehyde is a chemical compound that increases the risk of certain illnesses. Therefore, there is a need to reduce formaldehyde in home offices to promote both productivity and wellbeing.
Keep in touch with colleagues.

Encouraging contact between employees must be a priority and, accordingly, using networking tools is essential. The trend is towards creating systems for videoconferencing between staff as this is a way to avoid loneliness, which boosts social interactions and happiness.
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