

element

the making it work (from home) edition



ATMOSPHERE COMMERCIAL INTERIORS

“...the rhythm of working remotely is not a perfect 9-5 melody. But understanding something can be very different from living it.”

Donna Flynn

Vice President, Steelcase Workspace Futures





hello

We could have never imagined that while our marketing team was planning our spring edition of *elemeant*, we would be working from home navigating a global health pandemic that is requiring us to practice physical distancing.

Our biggest focus is on the health and welfare of our team members, our clients and our community as we ride out this wave together and reunite again at the end. When and how we return is all unknown. Because I believe in the power of place, there are considerations that can help you maximize the effectiveness while you are working from home.

This lite version of *elemeant* is made to help support people and teams who don't normally work away from the office. With Steelcase's research, and our own experience of working with teams across the globe, we hope that you find use in our solutions, tips and tricks.

We are here for you and stand with you as one community during this time.

Carlene Wilson, President + CEO



making it work (from home)

Like many people around the globe, you may find yourself suddenly, and unexpectedly, working from home. Here are some of our top tips on how to have a successful day.

Avoid Burnout

It's easy for your work day to bleed into your early mornings, evenings, and weekends when your office is now at home. To avoid feeling overworked, try to maintain a similar schedule to when you were in the office- and stick to it!

Go through the motions of getting ready, too. Simply washing your face and stepping into business extra-casual clothes will help trigger your mind that it's time for work and focus (and will help you feel better during video meetings!).

Take breaks throughout the day! Give your eyes a break from your computer and make sure to look away every hour. Use your lunchtime to take extended breaks while you leave for a brisk walk, yoga poses or other forms of your favorite exercise.

Maintain Productivity

Efficiencies within teams can sometimes be

the first noticeable frustration. To help maintain productivity and communication with your team, find a common platform for your team to use and stick with it.

At Atmosphere, we were just getting our feet wet with Microsoft Teams. Now that our team members are working from home, we are able to connect while learning all of the in's and out's of the platform. Using one platform source for your team can eliminate confusion while increasing productivity and virtual communication.

Stay Connected

Missing your favorite coworkers from your morning coffee routine? Staying connected and engaged is important, so keep your coffee breaks on the calendar and meet virtually! Whether using Microsoft Teams or FaceTiming, face-to-face interaction matters.

Remember Ergonomics

With many home offices not being as well equipped as the workplace we're used to, setting up our desks correctly at home is important to overall wellbeing.

If you don't have the luxury of a height-adjustable desk or task chair, use a footrest, ottoman or stack of books to help support your

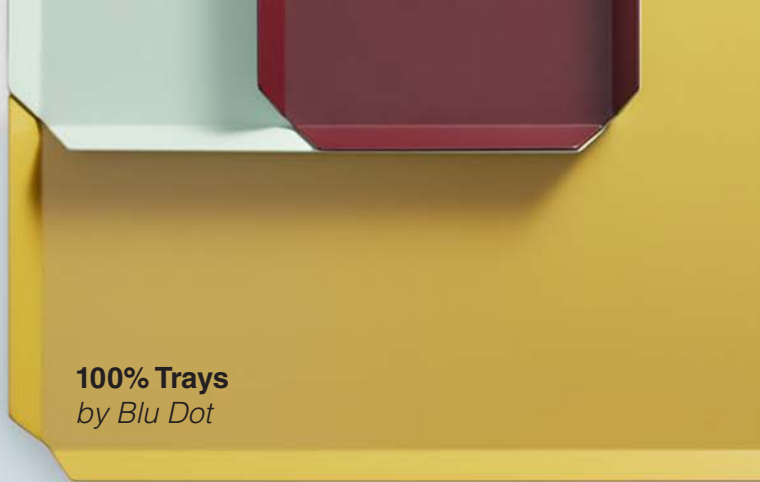
feet and keep your body aligned.

Check the position of your monitor. Is it an arm's-length away with the top of the screen at eye level? Having your monitor too high or low can strain your neck and create headaches.

Use a mouse and keyboard? Make sure that they're within easy reach and on the same surface. While typing or using your mouse, keep your wrists straight, your upper arms close to your body, and your hands at or slightly below the level of your elbows. Pro tip: use keyboard shortcuts to reduce extended mouse use.

Exhale

Give yourself (and team members!) some grace as you allow yourself the time to adjust to your new (hopefully short-lived) normal. Listen to podcasts, snag a new book on Audible, or try a new meditation app to stay in-tune and grounded during this time at home.



100% Trays
by Blu Dot



Deco FeltForm Acoustic Tiles
by Mio



Sterling Task Chair
*(available in multiple finishes, fabrics
and arm & base types)*
by West Elm



Bivi Height Adjustable Desk
*(available in multiple finishes and as a fixed
option in the Bivi Table for One)*
by Turnstone

be inspired

Your home office should be a place that inspires and relaxes you! Choose items that are useful and that you love being around.

Stay Supported

Moving from a seated to standing position throughout the day can positively impact your physical health. Here, we show the much-anticipated **Bivi Height Adjustable desk** by Turnstone. Available in many different sizes and finishes, with optional add-on accessories, this desk is sure to fit any space and be just as popular as its original fixed-desk option.

With the **Sterling task chair** by West Elm, your home office can still feel like home. Since it's available with different leg and arm options, you can customize your Sterling to work exactly as you work best.

All the Color

Inspire your day with functional accessories in bold pops of color! Here are some of our favorites by **Blu Dot** that help you organize and light your home office.

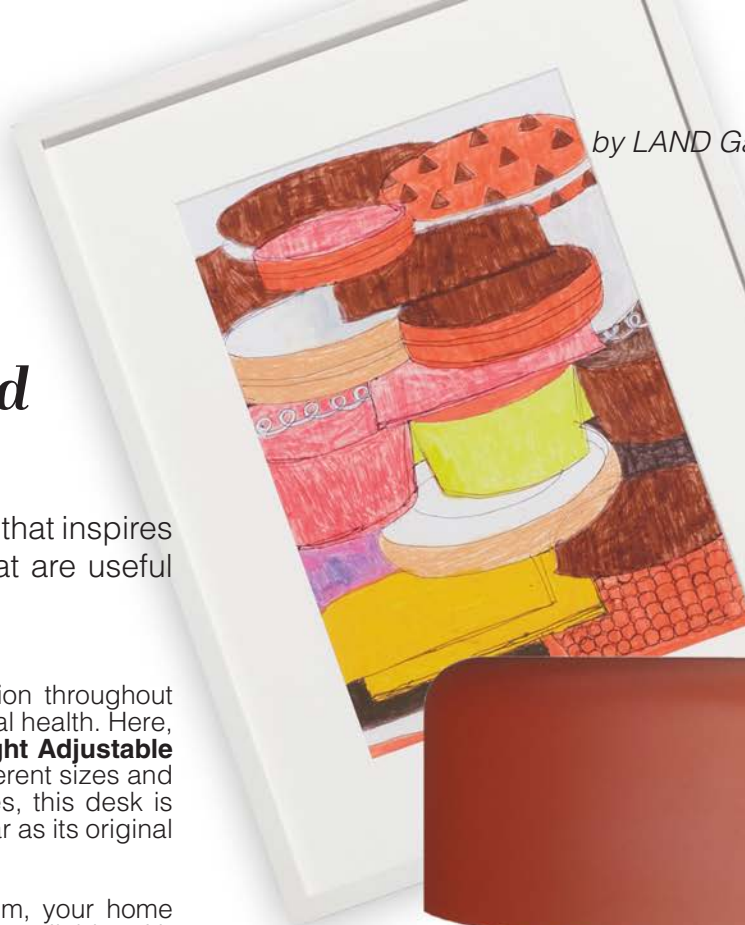
Shhh

By covering a wall with the beautifully textured Deco FeltForm acoustic tiles by Mio, you'll be able to create an accent wall that stuns while also minimizing the busyness of the world around you.

Interested in learning more? Reach out to us for pricing and additional inspiration!

Bakery print

by LAND Gallery + Blu Dot



Punk Lamp

by Blu Dot



be practical

Many times, home offices can lack the support needed to work for extended amounts of time. See our favorite products for setting up an inspiring space while still functioning in our favor.

Stand Tall

Did you know that adults sit 50-70% of the time? This sedentary workstyle poses long-term physical challenges, from back and neck pain to repetitive stress injuries. The **Voi height adjustable desk** by Hon can quickly move you to a standing position while you work. Available in many different sizes and finishes, and in cost-efficient pricing, this desk is perfect for a home office.

Smart Accessories

Place your monitor exactly where you need it with the **Kata Monitor Arm** by ESI that extends, retracts, tilts and rotates.

You never realize how many power outlets you need until you're working from home! Keep your devices easily powered and charged on your desktop with the **FlexCharge** by ESI and **SOTO Wireless Charger** by Steelcase.

Stay Organized

Keep your personal storage close by with the **Revi** by AMQ. This compact file comes in multiple color, face and style options so that you can customize it to match your space. Also shown with removable, magnetic top cushion for an added pop of color.

Interested in learning more? Reach out to us for pricing and additional inspiration!



Kata Monitor Arm
by ESI



FlexCharge
by ESI

Voi height adjustable desk
Ignition task chair
by Hon



Revi Storage
by AMQ



SOTO Deskpad (left)
SOTO Wireless Charger (below)
by Steelcase





Nothing can replace the experience of being together in person, but today that is not always an option.

breaking down the distance barrier

The following are excerpts from an article originally published by Steelcase as part of their Steelcase 360 series, Making Distance Work.

Ask anyone who works with teams remotely and they'll tell you it's tough. Teamwork is hard enough when you're sitting shoulder-to-shoulder alongside your coworkers in the same room where you can see, hear and understand what's happening. But when you're working remotely, a new set of issues can pop up, such as:

Conversations by phone can sound like gibberish as people talk over each other.

The phone or video connection is inconsistent, often breaking the conversation flow or worse, completely disconnecting you.

Does this sound familiar?

Workplace researchers call this experience "presence disparity." It essentially means

people who are not present in the room with their teammates are at a disadvantage. Not only do you miss things in the meeting, but you also miss the hallway conversations before and after the meeting.

“People who are working remotely have to work a lot harder just to see, hear and be heard,” says Gale Moutrey, vice president, Brand Experience and Workplace Innovation at Steelcase. “Working in person is almost always better, but sometimes it’s just not possible — whether it’s because of where you live, or if you need to work from home or can’t travel. But there are many things we’re learning about how to leverage technology and design spaces that more closely mimic what it’s like to be face to face.”

Steelcase researchers began studying distributed teamwork in the early 2000s as more organizations wanted to leverage the power of global teams to speed innovation. They found connecting people from different cultures helped create diversity of thought and led to more robust ideas. But they also saw that presence disparity is more than just a nuisance. It’s not unusual for people to become frustrated and feel strained physically, cognitively and emotionally. “If organizations want remote teams to collaborate effectively and drive innovation, they will need to improve the experiences so people can remain engaged and productive,” says Moutrey.

Technology for Teams

Teams are looking at technology for help. Huge

strides have been made in software specifically designed to help people collaborate more effectively when they are not co-located. For example, the video and content sharing capabilities of platforms such as Microsoft Teams, Zoom and Webex allow team members to see each other and share content in real time. But people don’t always take advantage of the full capabilities of these platforms, especially the video camera. Some people default to audio only because they’d rather not dress up or show their messy house. But turning on the camera makes conversations go faster and more smoothly (tip: if you use Microsoft Teams, you can blur your background so people don’t see your unmade bed — click on the More Actions button when joining a call).

Being able to read visual cues, such as body language and facial expressions, helps limit people interrupting or speaking over one another. Eye-to-eye contact, which is the basis of human connection both biologically and culturally, allows us to read other people’s intentions and fosters mutual understanding and empathy. This is especially important when distributed teams include people from different countries and cultures. Another benefit of turning your camera on: It helps keep people from multitasking or tuning out.

To view all past 360 Magazines by Steelcase:
<https://www.steelcase.com/research/360-magazine/>

Be hopeful- it is easy to get into the weeds with worry!

Vickie Wenzel

Director, Learning & Development

Working from home, I have made my space as calming as possible. Fresh flowers and a candle with lavender and thyme have helped me get through my day!

Catherine Mika

VP Operations & Client Experience

I have become a nomad in my own home and move between rooms and different monitor types throughout the day. Being in finance, I am challenging myself to print less and utilize multiple screens more!

Byron Wieberdink

CFO, Omni Workspace

(parent company to Atmosphere)

I try to multi-task throughout my day while on conference calls and webinars that I listen into to get light organization done around my office.

Jeff Anderson

Regional VP- Arizona



make it work

It's all about routine!

I try to keep my routine consistent by waking up at the same time each day. I then make my coffee and check for texts and emails that may have come in late the evening before that may be urgent and check in to see how the world has changed overnight. I then take 45 minutes to combine aerobic activity with weight training. Jump in the shower and get ready for work!

Throughout the day, I take breaks to move, stretch, and have lunch. Life beyond work is essential and your mental health is just as important as your physical health- especially now!

Carlene Wilson
President & CEO

Facetime and Skype coffee chats! I have tried more Skype, Microsoft Teams and FaceTime status meetings and am loving it! It is a great way to connect with your team.

Catherine Mika
VP Operations & Client Experience

We asked a handful of leaders from across the regions how they work best at leading their teams and staying efficient while at home during our current global health pandemic- here's what they said!

Prioritize your day and continue to think ahead!

Mindy MacWilliams
Regional VP- Wisconsin & Illinois

Be on video!

Make the leap if you haven't been good at this when you are meeting with others. It helps to stay connected as facial expressions help us understand each other. I hadn't used video much in the past but do now. I push the laptop back and make sure to wear turtlenecks.

Vickie Wenzel
Director, Learning & Development



we're here for you

Are you a designer, stuck at home, and in need of finish or fabric samples? Or are you part of a team that's never worked away from each other and are looking for useful tips on technology or software applications? Maybe you just need that perfect takeout recommendation... whatever the need is, we are here and happy to help make your day easier!

shoot us a note



about

Process matters. At Atmosphere Commercial Interiors, we are dedicated to partnering with you to connect the dots between your creative team's vision and living in a space that is authentic to you and your brand.

With Steelcase, a global leader in workplace products and research, and hundreds of additional vendor partners, we offer a comprehensive portfolio of products, technologies and services to ensure we provide you the right solutions, no matter where you are in your project timeline.







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