



HOW TO MAXIMIZE YOUR PERFORMANCE WHILE WORKING FROM HOME





CHARNSTROM

Creating Mail Centers - Organizing Offices

MAILROOM PRODUCTS

- MAILROOM FURNITURE
 - TABLES & SORTERS IN STEEL, LAMINATE, AND WIRE
- SECURITY MAILBOXES
 - FOR POSTAL, COMMERCIAL, & PRIVATE USE
- MAIL CARTS
 - WIRE & STEEL MAIL TRANSPORT CARTS IN MANY SIZES
- ACCESSORIES
 - TOTES, BINS, TRAYS, BAGS, AND RACKS

CHARNSTROM SERVICES

- **FREE MAILROOM DESIGN ASSISTANCE**
 - 3D AUTOCAD DRAWINGS & WORKFLOW EXPERIENCE
- **SPECIFICATION & QUOTING SUPPORT**
 - EXPERTISE & SPEEDY RESPONSE
- **SAME DAY SHIPPING ON IN STOCK ITEMS**
 - NON-STOCK ITEMS ARE 4 WEEKS ARO
- **RESPONSIVE & FRIENDLY CUSTOMER SERVICE**
 - EXPERIENCED SALES AND CUSTOMER SERVICE STAFF

THE CHARNSTROM MAILROOM



STEEL FURNITURE



LAMINATE FURNITURE



Questions & Follow-up

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HOW TO MAXIMIZE YOUR PERFORMANCE WHILE WORKING FROM HOME



AGENDA

- Be persistent and patient
- Make a schedule, stick to it and control it
- Dress for success
- Hand-pick and decorate your workspace
- Get connected
- Maintain your regular work schedule



BE PERSISTENT & PATIENT

- Working from home isn't stress-free. It will be challenging.
- Be persistent in shutting the "voices" out.



Television



Laundry



Errands



Snacks

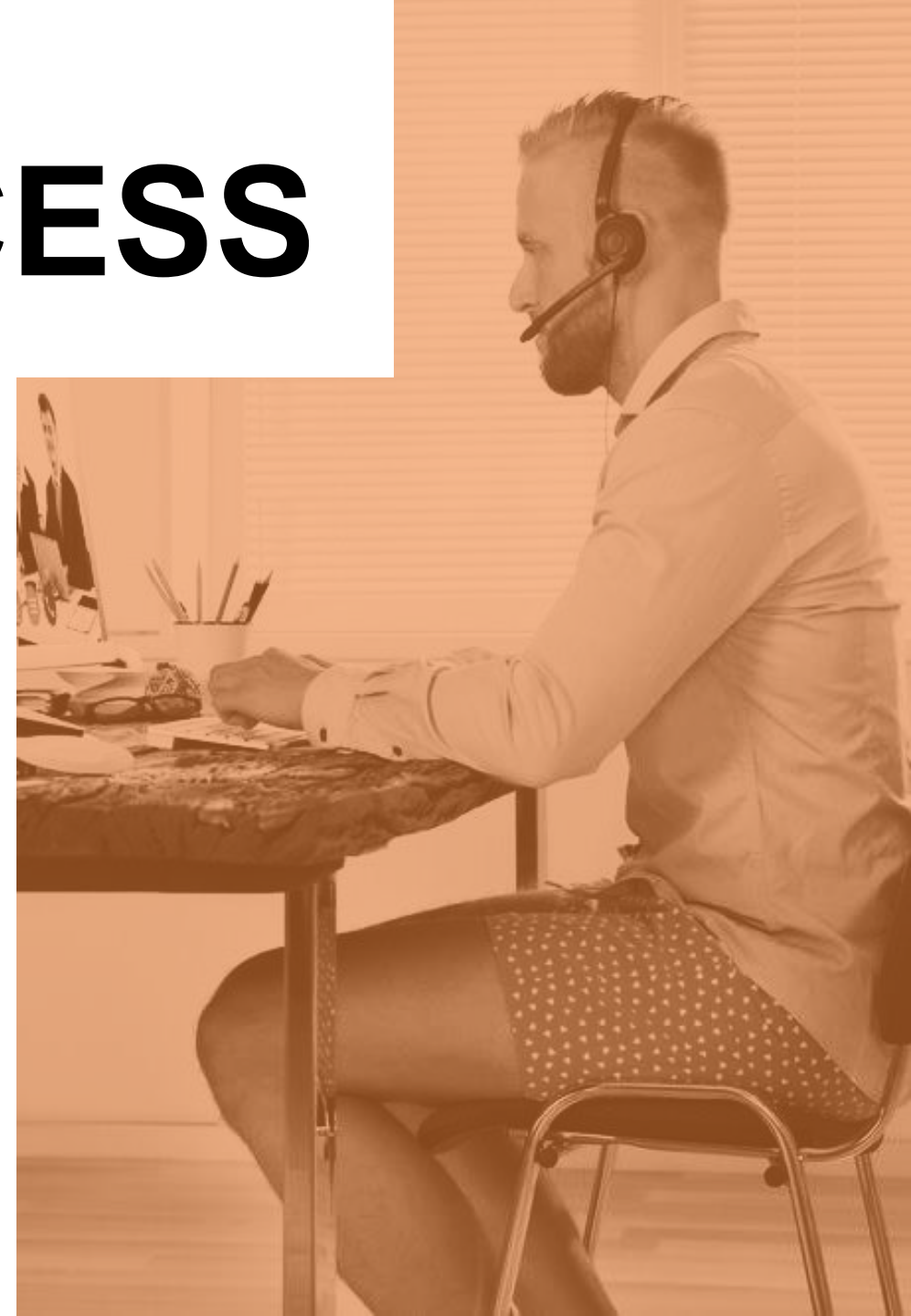
MAKE A SCHEDULE, STICK TO IT AND CONTROL IT

- Maintain your routine
- Add motivational reading before work
- Don't stay up late
- Advertise your schedule

HOW TO MAXIMIZE YOUR PERFORMANCE WHILE WORKING FROM HOME

DRESS FOR SUCCESS

- Dress professionally for the mindset
 - Helps maintain productivity
 - Be on top of your game
- Be prepared for a video chat



HAND-PICK AND DECORATE YOUR WORKSPACE

- Your workspace is sacred
 - Close your door
 - Set-up dividers
- Alternatives for lack of space include
 - Coffee shop
 - Public space (wifi-enabled)
 - Library

Tools for Working From Home

- Computer
- Internet
- Printer
- Phone
- Communication Software or Application

GET CONNECTED

- Working from home can be lonely
- Be accountable by setting a regular meeting with a colleague
 - Say "Hello"
 - Plan your day



MAINTAIN YOUR REGULAR WORK SCHEDULE

- Be at your desk on time...**NO EXCUSES!**
- Give yourself 110%...**GO ALL IN!**
- Take breaks as if you were in the office
- Leave and disengage on time



QUESTIONS?

Thank You!



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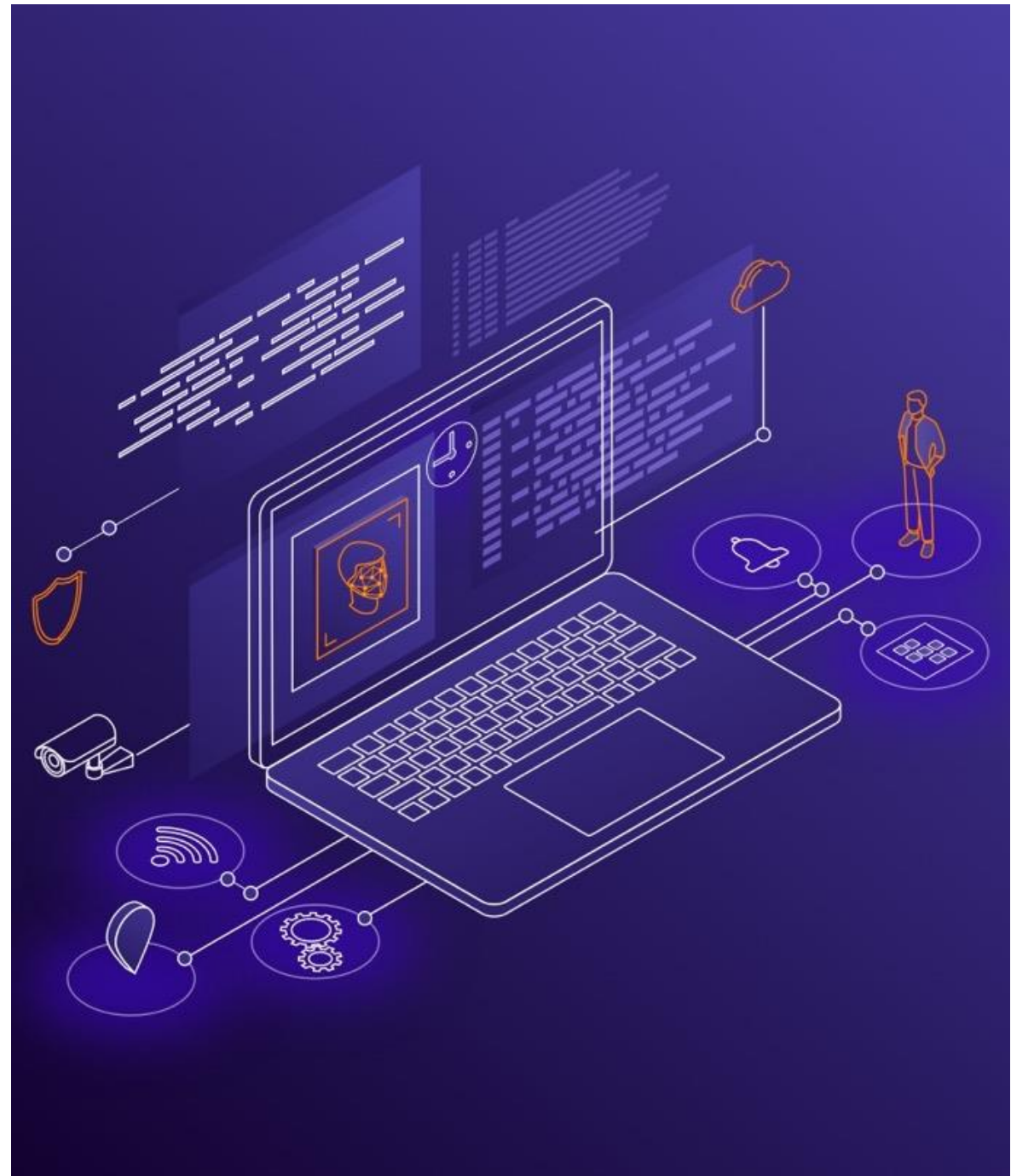


kogniz[®] Health Tech

Back to work. Stay at work.

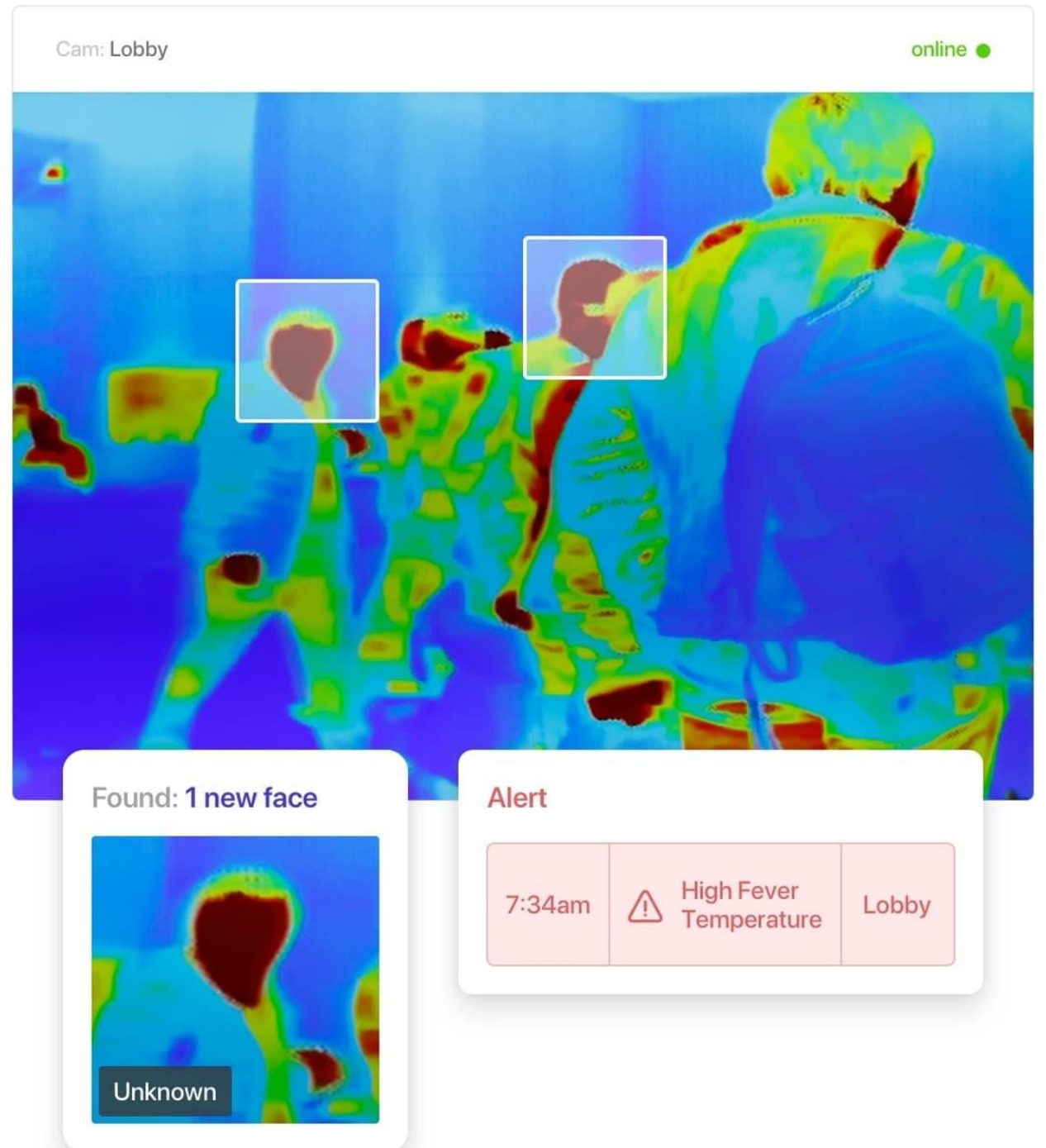
About Kogniz

- Silicon Valley venture capital-backed company founded in 2016
- AI-based health response platform
- Large corporate deployments



Kogniz Health

- High-flow, continuous temperature monitoring (requires HealthCam)
- Mask detection
- Social distancing enforcement (uses existing surveillance cameras)
- Exposure detection (uses existing surveillance cameras)



Kogniz HealthCam

- High-end integrated microbolometer
- High-res optical camera
- Standard VESA mounting options
- Optimized for 6ft – 16ft range



Temperature Monitoring Key Innovations

- Automatic continuous baseline calibration without need for a black body device
- Accurate results even when people are not acclimated to ambient environment
- Real time multi-person detection in high flow environments
- AI provides precise facial locations for temperature readings even with facial gear



Some of our Existing

Customers

CBS Studios,

Sales Force

Paramount Studios

Georgia State House

Fox Studios



Get in touch

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Working from Home Ergonomics

Presented by

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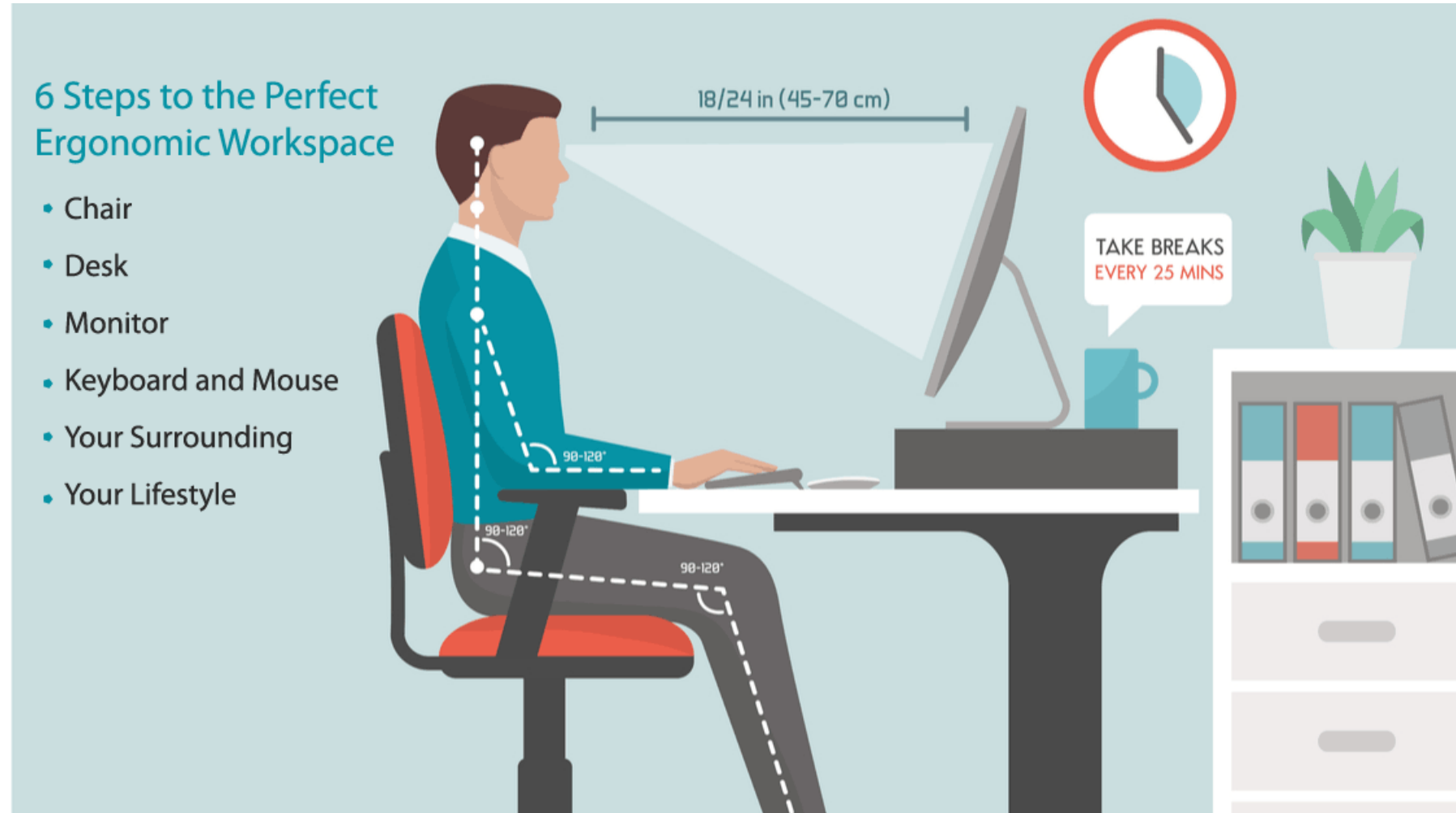
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Introduction

- **YEA! I'M WORKING FROM HOME.**



Ergonomics in your Home Office



Health Issues

- Neck and shoulder pain
- Obesity
- Musculoskeletal disorders (MSD)
- Stress
- Lower back pain
- Carpal tunnel



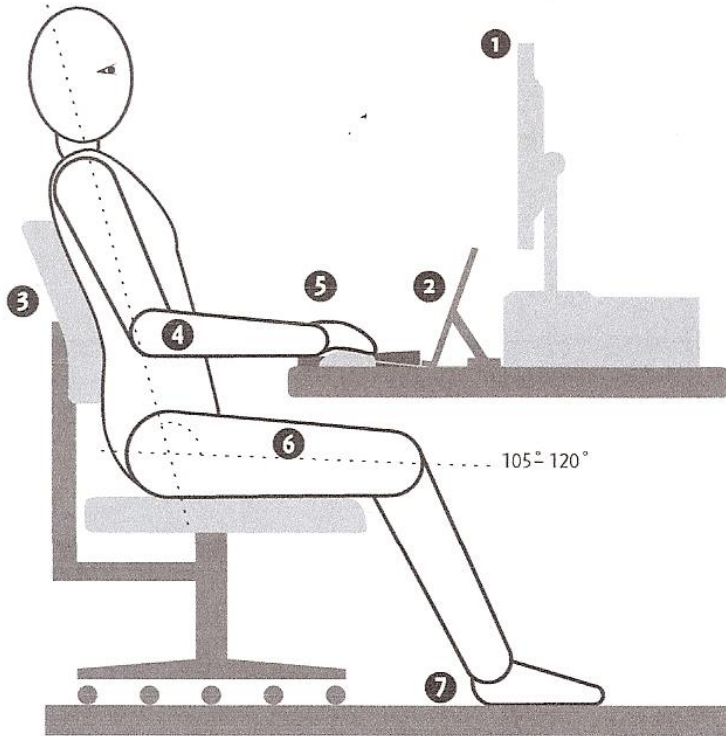
Static Posture



- Static posture occurs when one position is held for a prolonged period of time.
- The muscles will become fatigued from a lack of blood flow during a static posture.
- This fatigue can lead to discomfort and even injury.

Good Posture

Computer Workstation Design Guidelines



- 1 ✓ Top of screen at eye level; lower for bifocal wearers
✓ Screen distance at arm's length (18"-36")
- 2 ✓ Document holder next to screen or centered between monitor and keyboard
- 3 ✓ Chair backrest provides firm lower back support
✓ Chair back and seat easily adjustable for height and tilt by user
- 4 ✓ Keyboard height promotes relaxed arms with forearms parallel to floor
✓ Mouse/pointing device next to keyboard
- 5 ✓ Wrists straight (neutral)
✓ Padded, movable wrist rest, same height as front of keyboard (Do not use wrist rest while keying.)
- 6 ✓ Knees at or below hip level
✓ Ample legroom under work surface
- 7 ✓ Feet rest firmly on floor or foot rest

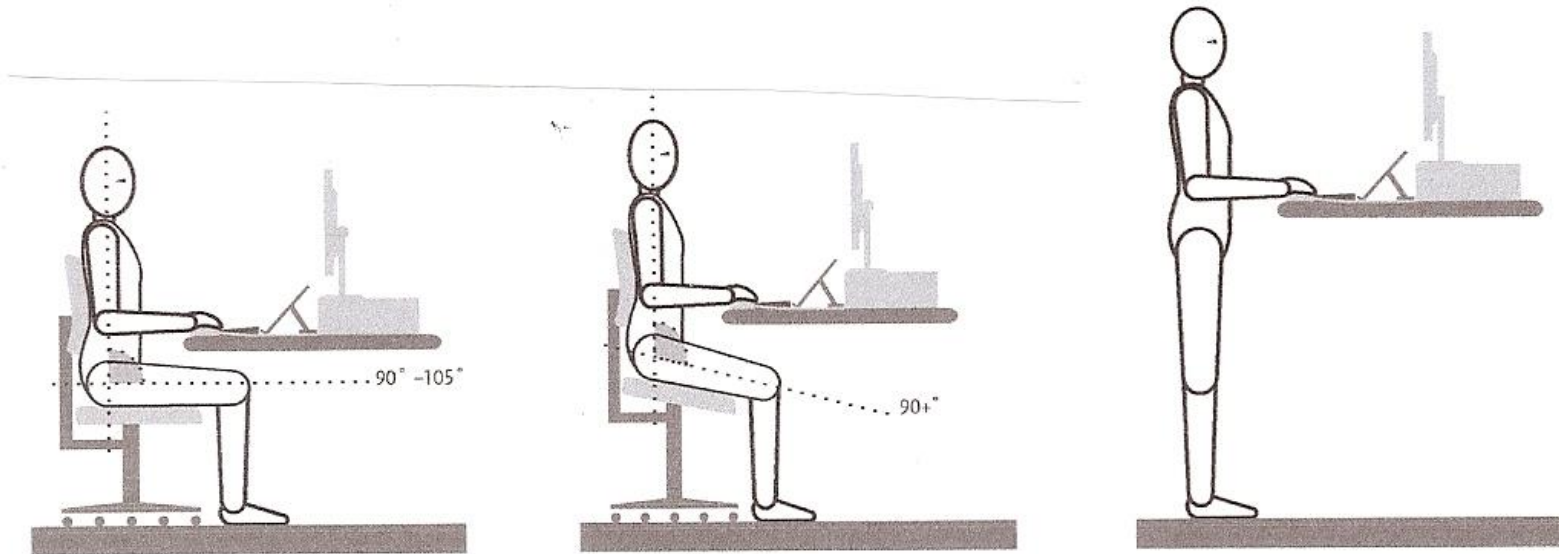
Convenience and Efficiency

Adding a laptop docking station or a USB hub adds convenience and efficiency to any home office.



Reduce Fatigue

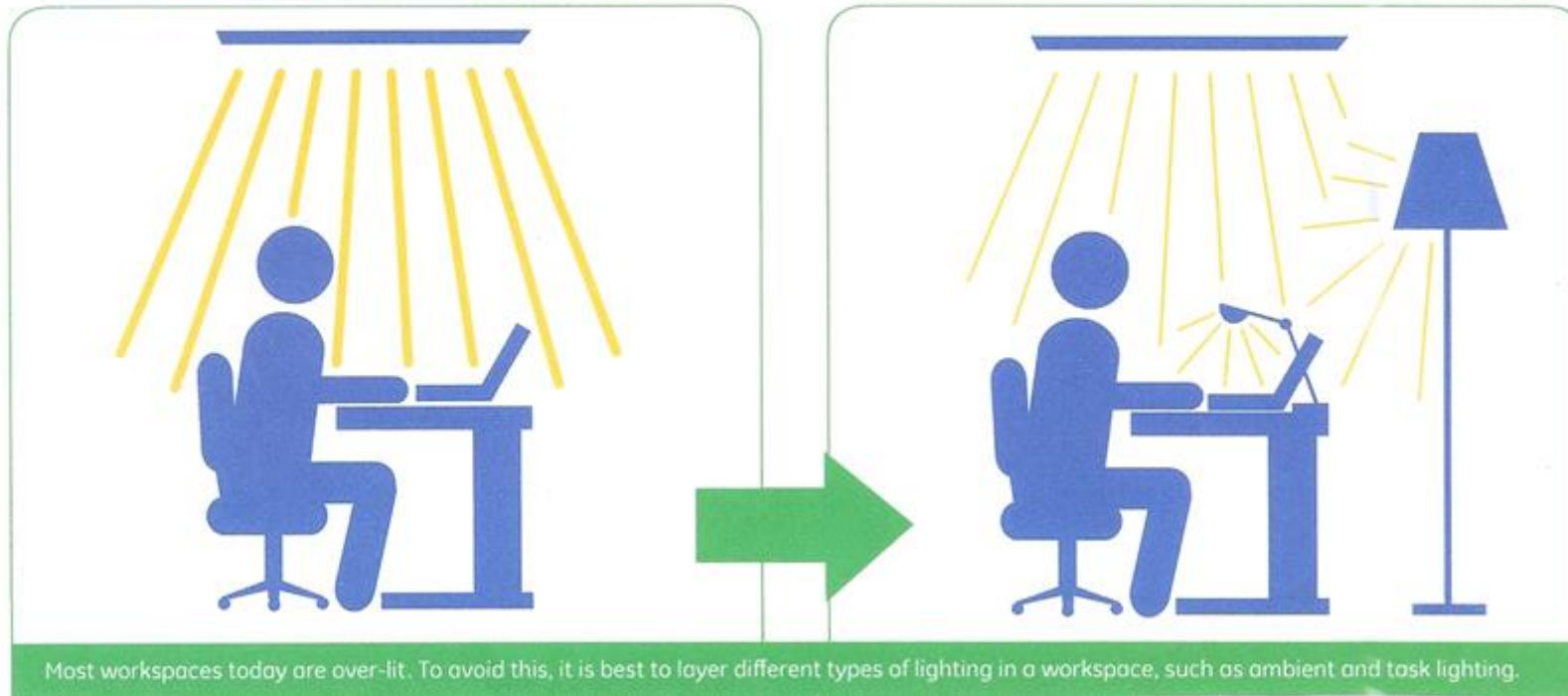
Vary your positions throughout the day and take regular breaks.



Lighting

Over or under lit, move to ambient and task lighting.

Rethinking Office Lighting Design



Force

- Force is the amount of physical effort required by a person to do a task or maintain control of tools or equipment.
- A pinch grip produces 3-5 times more force on the tendons in the wrist than a grip with the whole hand.
- With excessive force the muscles are contracting much harder than normal, this can lead to stress on the muscles, tendons and joints.



Benefits of Stretching

- Stretching can help to ease the discomforts and harmful effects of static postures, as well as, repetitive motions.
- It is important to stretch out frequently.
- Check with your HR Department or insurance carrier or build your own exercising and stretching routine.



THANK
YOU!



Questions & Follow-up

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