

Bürohacks für den Alltag:

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Ergonomie,
Effizienz und
Zufriedenheit

Foreword

Congratulations!

You are not only holding a new piece of high-quality office equipment in your hand, but also the ultimate compass for the office jungle - this e-book.

Whether you're reading it with a cold coffee in your hand or in the shade of a pile of paper: You're not alone. We're all slogging through to-do lists, deadlines and printers that seem to have a life of their own.

"Office Heroes" is not a superhero fantasy. It's a loving guide for People like you - people who master the office routine with style, wit and occasionally gritted teeth.

You won't find any empty slogans here, but rather everyday tips to combat stress, clear ergonomic recommendations and - yes, this is allowed - a good dose of humor.

After all, people who laugh stay productive for longer. And if you sit ergonomically, you have a more upright posture - in your back and in life.

Chapter 1: The daily madness - stress in everyday office life

Why office stress is more than just a buzzword

Some call it "business as usual", we call it: the daily struggle to survive between emails, Excel and espresso.

Office stress is no longer a niche topic - nor is it an individual failure. When three windows are flashing on your screen before you've even had your first coffee and your colleague asks if you can "have a quick look", it's clear that this is no relaxed working day - this is a level of survival mode.

Classic stress triggers at work

The top 3 office burners:

1. Multitasking as a permanent state:

Email here, meeting there, descaling the coffee machine in between - and where's that damn report from last week anyway?

2. Constant availability:

If the office cell phone also pings in the shower, something is wrong. Really wrong.

3. Microstress due to interruptions:

"Just a quick question..." - and you're out of the flow before you even knew you had one.

First aid measures with coffee cup compatibility

✓ **Prioritize instead of panicking:**

Not every email is an emergency. And sometimes a friendly "I'll get right back to you" is enough - even if you don't do it until after your next coffee.

✓ **Schedule breaks like meetings:**

The only difference is that you gain more when you take breaks - for example, you regain your concentration.

✓ **Movement makes all the difference:**

Don't just do laps in your head - short walks through the hallway or to the coffee machine also count. The main thing is to get away from the chair.

✓ **Breathe properly:**

No, this is not esoteric advice. Breathing in and out deeply on a regular basis calms your body and mind. Bonus: It also prevents spontaneous outbursts of anger when you have printer problems.

Bonus: Mini stress test - "How much office chaos do you have?"

Answer honestly:

1. You have 17 tabs open - and you still know what you're doing in three of them.
2. You're typing emails during a video call while eating a sandwich (with your non-dominant hand).
3. You've forgotten whether today is Tuesday or Thursday.
4. You have internal discussions with the photocopier.
5. You have improvised "do not disturb" with a post-it on your forehead.

Evaluation:

- 0-1x: Office meditation master
- 2-3x: Welcome to the club - you are fully functional.
- 4-5x: High-level chaos controller - time to continue reading this e-book.

Chapter 2: The (un)secret heroes - ergonomic basics

Why "sitting is the new smoking" is unfortunately not a joke

Admittedly, the phrase sounds dramatic. But: sitting for hours on end can put strain on your back, neck and even your blood pressure - without even taking a cigarette break. Evolution didn't create humans to squat all the time, but rather to hunt, gather and - who knows - send the occasional fax.

That doesn't mean you have to swap your office chair for a treadmill. But a bit of fine-tuning at the workplace can work wonders - or at least prevent you from leaning out of your chair like an 80-year-old at 35.

The most important ergonomic principles - simply explained

1. Screen at eye level:

This way you avoid the so-called turtle neck - you know, when your head slowly crawls towards the monitor like a curious reptile.

2. Chair s table: not opponents, but team players:

Feet belong flat on the floor, knees at a 90-degree angle, and arms should rest loosely on the tabletop - not like a tyrannosaurus on the prowl.

3. Wrist in balance:

A straight line between your forearm and wrist ensures that you will still be typing without pain in ten years' time - even if you rewrite the novel "e-mail chaos" every day every day.

Small changes, big impact: heights, angles, light

✓ **Height-adjustable desk? Jackpot!**

Get up from time to time, even if it's just to read an e-mail. Your back will thank you for it. And so will your pedometer.

✓ **Light, camera, eye relaxation:**

Direct sunlight on the screen is good for your complexion, but bad for your eyes.

eyes. Avoid glare effects and give your eyes a break regularly -

z. For example, follow the 20-20-20 rule: every 20 minutes, look at something 20 feet (6 meters) away for 20 seconds.

Typical mistakes when working at a desk

- Is the keyboard half under a pile of files?
→ Ergonomics can't do magic - clearing up helps.
- Are you sitting on a kitchen chair with an upholstered cushion?
→ Back pain to go, please.
- Your screen is your colleague's because you accidentally swapped places?
→ Swap it back. Or move the monitor into position.

Bonus: The 3-minute yoga pose for desk dwellers

Name: The "unnerved cobra" (unofficial)

Official: Shoulder opener with backbend

Here's how to do it:

1. Sit up straight
2. Clasp your hands behind your back
3. Pull your shoulders back and down
4. Lift your chin slightly and take a deep breath
5. Hold for 30 seconds - think of something nice (e.g. your lunch break)

Repeat. Daily. Your intervertebral discs will say thank you.

Chapter 3: Humor as an office superpower

Why laughter is not only healthy, but also promotes teamwork

Between project management and performance discussions, the one thing that often gets lost

what makes every team really strong: laughing together. Yet humor is not just an outlet, but a social glue. And no, you don't have to go to clown school - a little self-irony is enough. A little self-irony is enough.

Teams that can smile together work better together. Because trust increases. Because stress decreases. And because Monday morning doesn't seem quite so much like a natural disaster.

The underestimated value of a creative coffee break

It's not just about the caffeine. It's about the moment in between - between Excel and Outlook, between procrastination and actionism. If you regularly allow yourself five minutes to talk to colleagues about non-work (cat videos count), you will stay mentally fresher - and socially more pleasant.

Tip: Try the following:

Place an empty cup on the table with the sign "Meeting about the pointless". Whoever sits down can simply say nothing productive for five minutes.

It works wonders.

Office humor: The best little jokes without the risk of dismissal

- **Email subject "Super important!!!"**
Content: "I think you should do something good for yourself today. Coffee?"
- **Post-it philosophy:**
Stick on the phone: "I'm in an important meeting with myself right now."
- **Calendar entry "Daily at 14:03":**
Title: "Pause for a moment C be proud that I've made it this far."

Always with caution, of course - humor ends where others are hurt. But a smile? That always works.

Chapter 4: The little office hero checklist

For all those who not only want to work, but also want to look good - inside and out.

This checklist is not a compulsory program, but your personal permission to experience the day with more awareness, more ergonomics and more humour. You can go through it in the morning, tick it off at lunchtime or proudly cross it off on Fridays. Just as it suits you - because true office heroes don't need a uniform, they need attitude.

■ Did I consciously smile today?

Not just because someone tidied up the coffee kitchen, but just because - for myself myself or others.

■ Is my workstation ergonomically adjusted?

Monitor at eye level? Backrest activated? Legs not twisted like a USB cable?

■ **Have I allowed myself a real break - without feeling guilty?**

Five minutes with coffee and your head up counts for more than 30 minutes with a coffee cup and open e-mails.

■ **Have I stood up briefly, stretched or incorporated a yoga pose (even if it looks like a dancing accident)?**

Movement is not a bonus - it's operating system maintenance for the body.

■ **Was there a moment to laugh today?**

Don't forget: Smiling is more viral than any memo.

■ **Have I talked to someone without talking about work?**

Cat videos, weekend plans or simply: "How are you really doing?" - that's teamwork on a heart rate basis.

■ **Would my desk currently be considered "workable" - or rather an art installation?**

Wipe through once, take a deep breath. Maybe one Post-it less.

■ **Have I finished something I was putting off yesterday?**

A silent applause is enough. Or a chocolate bar.

Tip:

Print out the list, hang it up in a visible place - or save it digitally. Even better: send it anonymously to colleagues with the subject:

"Hero:in recognized - system is stable"

Closing words

You've done it - without tying a tie or drawing on a flipchart.

This e-book was not a guide to the perfect office routine (which only exists in commercials with glossy desks and always motivated colleagues anyway). It was an invitation to look at everyday office life with a wink - and with a good portion of healthy posture, both in the back and in the head.

Perfection is a nice idea, but it is often just the little brother of stress. If, on the other hand, you learn to sit with posture, to react with humor and with a coffee cup in your hand has long been a hero in the office.

So remember:

A well-adjusted chair is worth its weight in gold. A spontaneous smile is worth even more.

And enough coffee in the house is the foundation of any office architecture anyway.

Stay upright, relaxed - and if possible: a little quirky in the best sense of the word.
We wish you many relaxed, productive and cheerful hours at your desk.

And if you ever run out of paper: think of us. We'll deliver. Even with a sense of humor.