**Ergonomics and Working from Home**

If possible:

1. Work from a sturdy chair and table setup, avoid working from a couch or soft chair
2. Work from a desktop with a monitor instead of a laptop
3. Use an adjustable chair and match it with your comfort preferences

**How to Set Up Your Workstation**

* Make sure the top of your monitor is at eye level or a little below
  + Your line of sight should be downward
* The screen should sit your arm's length away or about 18-30 inches
  + You can also change the font size on the screen to make it easier to read
* Keep your elbows at your sides, and rest gently on armrests
* Maintain neutral wrists and forearms, so they are parallel to the ground
* Always rest your feet flat on the floor, if they don't reach find a footrest like a box to support your legs
* If your workstation is too high, find a taller chair or add some extra seat cushions
* Hips and knees should be at a neutral, 90-degree angle
* Leave 1 to 2 inches room between your claves and the seats edge
* If your chair is too hard or too soft, try adding pillows or towels for lumbar support
* Folded towels are also helpful as wrist rests if you do not have one at home

**If you are using a laptop, try this:**

* Raise the laptop to eye level using a stand, boxes, books or step stool
* Use a separate/external keyboard and mouse, so that the screen is at eye level and your arms are relaxed using the keyboard and mouse

**Would you like to stand instead?**

* Find a counter or tall surface and set up your workstation
* Wear comfortable shoes or try pulling over the kitchen mat to stand on

**Be Mindful and Take Breaks**

* Microbreak exercises, moving around helps improve circulation, energy and your mood
* Movement helps, if you haven’t moved in over an hour change positions
* Check in with yourself, set timers to remind you to move, maintain a good posture or correct any awkward postures
* Take care of your eyes, look away from the screen every 20 minutes or so for at least 20 seconds

**Resources:**

[Harper College – Ergonomics Program](https://www.harpercollege.edu/about/directory/ehs/pdf/Section%2013%20-%20Ergonomics.pdf)

[UW-Madison – Ergonomics for Telecommuters](https://www.uhs.wisc.edu/wp-content/uploads/2020/03/Remote-Workspace-Ergonomics-3-18-20.pdf)

[Colorado State University – Ergonomic tips for working at home](https://source.colostate.edu/ergonomic-tips-for-working-from-home/)

**Top 10 Tips from Meredith Wayant at CCMSI**

1. Set your work hours: commit yourself to specific hours; you’re more likely to get work done during those hours
2. Create a morning and after work routine: Create a routine that gets you into your office
3. Be firm with others about your hours and working space: set ground rules, tell your family and friends that even though you’re not working from an office doesn’t mean you’re always available
4. Clearly define and optimize your work space
5. Communicate with colleagues: maintain good, clear contact with whomever it is you have professional working relationships – these could be coworkers, clients or your employer
6. Make a daily to do list
7. Break away from the screen and take scheduled breaks
8. Get some human interaction: don’t make all of your work connections through email
9. Keep your workspace clean and clutter free
10. “Leave work” at the end of the day