Working from Home

Phone

Holding the phone between your shoulder and your ear overworks the muscles on one side and leads to muscular imbalance. Use a headset if *available.*

Arms

Your arms should bend at about 90 degrees, allowing the muscles around the elbows and forearms to relax.

Seat

A supportive chair is recommended. If you don't have an adjustable office chair, use pillows or a cushion to sit on and to support your low back.

Legs

Knees should be at right angle or out in front of you. If your feet do not reach the floor, rest your feet on a footstool.

Lighting

Set yourself up in an area with good lighting. Set-up so you do not face or have your back completely turned to a window to reduce glare and vision issues.

Monitor

Prop your computer monitor on a stand or a stack of books to keep it at eye level. Looking down at the screen contracts and shortens the scalene muscles at the front of your neck.

Keyboard & Mouse

Push your keyboard and mouse away from you so you can rest your arms on the desk, instead of relying on your shoulders and neck to hold them up.

Feet

Place your feet flat on the floor. Avoid crossing your ankles and tucking them under the seat-it makes you arch your back and contract your hip flexors.

Breaks

Take breaks. Sitting and working on a computer for extended periods of time causes stress to your body. Take frequent short breaks to stand up and stretch out.

- Set yourself up at a table or desk with plenty of space for computer use, note taking, and document reference. Try to avoid high tables and countertops which may cause you to extend your arms or shrug your shoulders while tasking.
- Route all cords in a way to mitigate clutter and tripping hazards.
- Use a document holder if referencing notes or documents to reduce neck strain and downward staring.

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