



# Home Ergonomics

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# Key tips

- DON'T hunch over your laptop
- DO work at an appropriate height
- DO use an office chair if possible.... But DON'T give up on your current chair
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- DON'T let your feet dangle
- DON'T turn your couch into a workstation
- DO follow the 20/20/20 rule





## Organize Your Workspace

- When doing computer work, choose a work surface that is stable, free of clutter, and approximately elbow height.
- Place the visual display about an arm's length from your body and at a height so that your head has a slight downward tilt when looking mid-screen. Wireless mice and keyboards allow flexibility of placement to ensure comfort.
- Make sure you support your body while seated. Let the seat support your back and thighs and rest your feet on the floor.



# Listen to Your Body and Move!

- When not doing computer work, take the opportunity to move and walk around! Consider using a comfortable chair for phone calls or virtual meetings.
- Rest your eyes by focusing on a distant object. Look out of window!
- Gently stretch the parts of your body experiencing tension throughout the day.
- Change positions frequently. For each hour you work, get up and move! Alternate among sitting, standing and moving.
- Take a break from working on your computer – pick up the phone and call someone rather than emailing or messaging them.
- Include an exercise routine in your day.







# Stretching and Energizing

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- Take a break every 60-90 minutes
- Microburst of energy - It is a small (short in duration), intentional activity that results in a disproportionate, higher return. As examined, a microburst can be physical, emotional, mental, or spiritual (i.e., connected to one's purpose in life)
- Stretches



### **Forearm stretch up**

Hold your right arm out in front of you - hand facing down. Place your left hand across the palm of your right hand and pull up until you feel a stretch in the forearm and/or wrist. Repeat for the left arm.



### **Forearm stretch down**

Hold your right arm out in front of you - hand facing out and your fingers pointing down. With your left hand pull downwards until you feel a stretch along the right forearm and/or wrist. Repeat for the left arm.



### **Arms across chest**

Raise your right arm to near shoulder level. Grasp behind the right elbow with your left hand and pull the arm across your chest until you feel a stretch on the back of the right shoulder. Hold for 5 seconds and repeat with the other arm.



### **Head turn**

Slowly turn your head to the side until you feel a slight stretch in your neck muscles. Repeat, turning to the other side, remembering to move your neck slowly



### **Lean back**

Make sure there is plenty of room behind your chair. Put your hands behind your head and lean back in your chair. DO NOT lean so far back that your chair becomes unstable.



### **Roll eyes**

Roll your eyes several times, looking around the room as you do so.





# De-stress and Fight Isolation

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- Isolation can lower your mood, so remember to connect with colleagues via phone and use video conferencing to maintain a personal connection.
- Get dressed in the morning and remember to stop work in the evening! Set yourself a routine.
- Family members may be at home demanding attention. If you have an important call or work to do, make sure they know to leave you alone. Give children something to occupy them.
- Remember this is not the time for perfection!
- Get outside and exercise but stay at least 6 feet away from others.
- It's important to stay informed but you don't need to listen to every breaking news report.
- Focus your energy on what is important.

# Sleep well, live and work well

- When working from home it can be difficult to “switch off” as you are living and working in the same space.
- There are some tips that can help:
  - Finish your work at the same time as you normally would.
  - Pack your work belongings away so you are not tempted to return to work.
  - If you can, do something distracting. For example:
    - Listen to music
    - Go for a walk
    - Video-chat with friends
    - Exercise
- Overall, it is important to maintain a daily routine. Make sure you go to bed and get up at the same time.



*“I can’t remember—do I work at home or do I live at work?”*



