

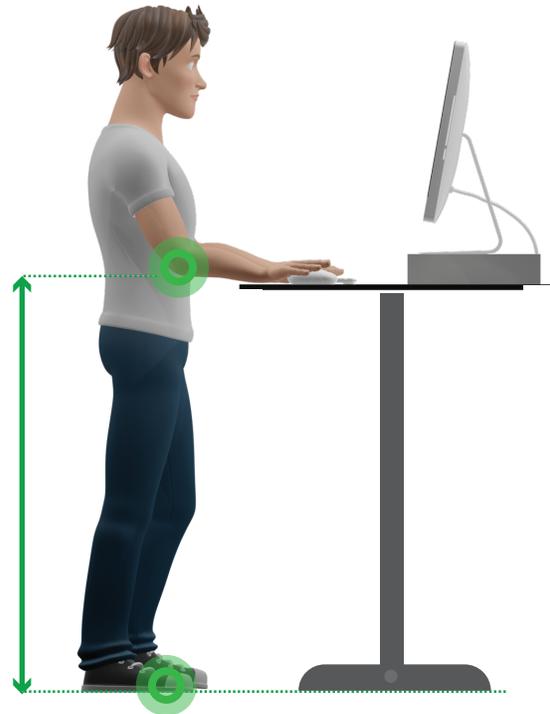
Creating a Home Office

How high should my workspace be?

Standing Position

Ensure the standing desk height is at your elbow level.

You want to avoid reaching up to use your laptop or keyboard and mouse.



Sitting Position

If you have a sit to stand, lower your desk to slightly below elbow height. If you do not have a sit to stand desk raise your chair so that your elbows are slightly above table height.



Footrest

If your chair is too high following adjustment use a footrest or something stable for your feet to rest on. Your goal is to have a 90 degree bend at the knee.

Moving Protocols

Move every hour whenever possible. If you have a sit to stand move from sitting to standing every 30 minutes or even every 20min. If you do not have a sit to stand, stand every 28 min for a few minutes, walk around, grab some water and then continue to work.

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Creating a Home Office

How should I adjust my chair?

Need help buying a chair?
Schedule an assessment for help.

Back Rest

Use your backrest whenever you are sitting at your desk. Ensure lumbar support is supporting your lower back. ▶

Arm rest

Ensure armrest are resting slightly below your elbow and not jamming into your elbow causing shoulder shrug or pressure along the sides of your elbows or arms. ▶



Seat Depth ▶

You want a 2-4 finger separation from the back of your knee and the front of the chair. Adjust your seat pan as needed. Ensure you have a 90 degree bend at the knee and chair is not placing pressure along the back of the leg.

Seat pan depth

Under your desk

Keep the space directly under your desk near your legs clear of clutter. Clear items below that way you can easily reach your keyboard and mouse.

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What about the items on my desk?

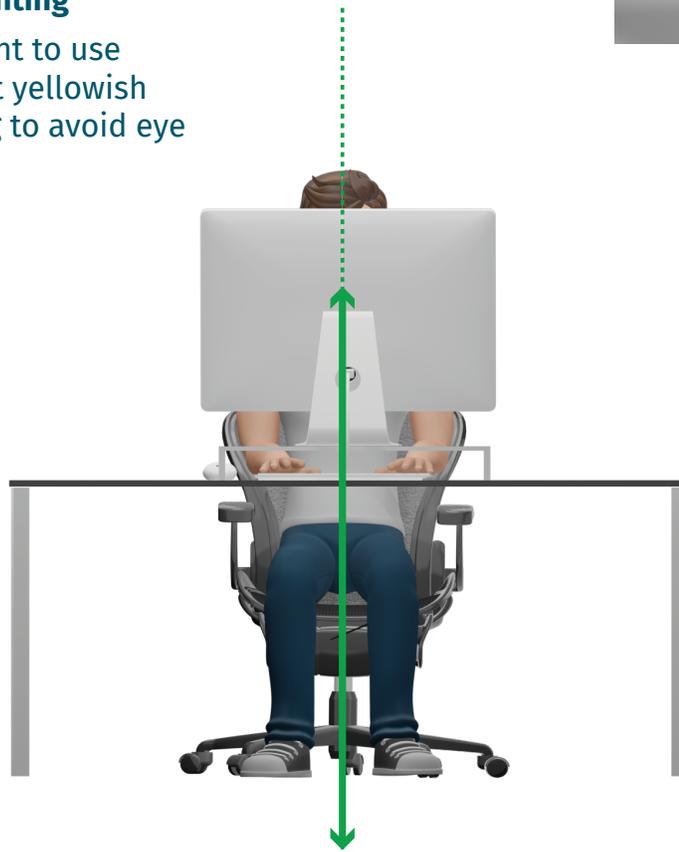
Keyboard and Mouse

Place your keyboard and mouse close to the edge of the table to ensure you are not reaching to use them. Reaching causes rounding of the back which you want to avoid.



Lighting

You want to use indirect yellowish lighting to avoid eye strain.



Keep Items at midline

Items at mid-line ensure you are not twisting your body to use your everyday items.

Wellness tip Fresh air is good for us. It doesn't hurt to go out for a short walk through the day or at least at the end of your work day.

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What should my monitor look like?

Distance

Monitor should be at arms distance.



Monitor Height

The top portion of the monitor should be at your eye level. You want to prevent having to look up or down to view your monitor. If you are using a laptop, prop your laptop up to eye level and use an external keyboard and mouse.

Multiple Monitors

If you have 2 monitors keep the one you view 50% of the time or more in the middle. If you use both the same amount keep both in your central vision field.

Monitor Placement

Avoid placing monitor right in front of a window to avoid glare or cause the outside light to compete against your monitor light. You want your monitor to be at a 90 degree of a window or away from the window all together. If you must place your monitor in front of a window use blinds or curtains to block some of the outside light.



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