

# Ergonomics and Your Home Office

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When you improve the ergonomics of your home office, you create a working environment that's safer, more efficient and more pleasant. Try these simple tips to transform your work-from-home space.



## Technology Hacks

- If you use a laptop computer, reduce neck strain by using it as a monitor only and raising it to eye level with a stack of books.
- Once your laptop is elevated, complete the upgrade by adding an external keyboard, giving you the freedom to position the monitor and keyboard separately. A properly positioned keyboard can reduce pain in your neck, shoulders and arms.

- Use a telephone headset so you don't have to tilt your head and neck while talking.
- Keep your office supplies handy and easy to reach. Check your favorite big box discount store or dollar store for inexpensive bins, cubes and jars to store pens, paper clips, staplers, files, etc.

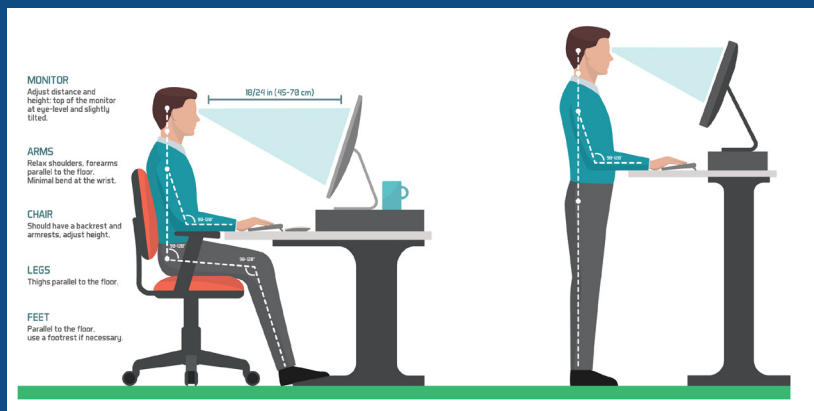


## Desk Ergonomics

Ergonomics addresses not just the things in your environment, but how you interact with them. Small changes can make a big difference.

### Sit Right Down

Rest your weight on your “sit bones” — the bones at the bottom of your pelvis — with a slight arch in your lower back. Keep both feet on the floor. Your feet should be at a right angle to your knees.



### Heads Up

Keep your head erect and in line with your torso with your sternum (breastbone) lifted. Every inch you lean forward adds an extra 10 pounds of weight on your upper back and neck.

### Take a Stand

Get the benefits of a stand-up desk without the expense by setting a recurring alert on your computer and standing up every 20 minutes or so. Walk in place and get your blood moving. It's good for your bones, muscles, circulation and posture.



### Don't Overlook Your Eyes

Working at a computer screen for hours on end is hard on your eyes. Every now and then make a point of looking at an object that's more than 20 feet away for about 20 seconds.

### Shake it Out

Gently shake your hands, wrists, elbows and ankles for a few seconds while gently rolling your shoulders up, back and down.

### Take a Breath and De-stress

Slowly take a deep breath, smile and then slowly exhale.



### Build in Mini Exercise Breaks

Remember to take several exercise breaks throughout the day. Do a yoga pose, unload the dishwasher, put in a load of laundry, climb the stairs, get in a few planks and squats, dance to your favorite tune or take a quick walk around the block.