

# WORK FROM HOME ERGONOMICS CHECKLIST



1

## WORKSTATION

- Dedicated workspace that is quiet, uncluttered with adequate lighting.
- Organize workspace so there's no need to overreach in any direction.
- Set the monitor perpendicular to the window to prevent glare.
- Avoid noisy distractions using a headset or noise-canceling headphones.



2

## THE CHAIR

- Low back comfortably supported by a backrest or with rolled-up towels.
- Your elbows are bent 90 degrees and positioned close to your body.
- Your knees are bent to 90 degrees, thighs are parallel to the floor.
- Feet flat on the floor or resting on a footrest.



3

## THE MONITOR

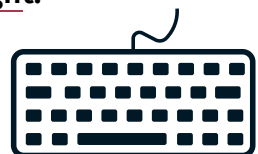
- Monitor positioned in front of you at an arm's-length distance
- Your resting eye height should be slightly higher than monitor height
- The monitor screen should be free of glare.
- Laptop user? Elevate it on books and use a wireless keyboard & mouse.



4

## THE KEYBOARD

- Resting elbow height slightly higher than worksurface & keyboard height.
- Keep your wrists in a straight, neutral position.



5

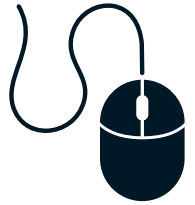
## THE MOUSE

Pick the mouse based on your hand size.

Position the mouse as close to your keyboard.

Maintain a neutral wrist posture.

Consider a vertical mouse to minimize wrist extension.



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## MICROBREAKS



### VISION

Give your eyes a rest and use the 20-20-20 rule.

Every 20 minutes, look at something 20 feet away for 20 seconds.



### POSTURE

Practice the 20-8-2 rule.

20 minutes of sitting, 8 minutes of standing, and 2 minutes of movement.



### MENTAL

Pomodoro Technique: Take a screen-free brain break every 25 minutes.

Use "tomato-timer.com."



### BREATHING

Use Vagal Tone Breathing technique to boost your relaxation response.

4 second Inhale through nose, then 8 second exhale through mouth.



### SELF-MASSAGE & STRETCHING

[DOWNLOAD THE CHEATSHEET](#)



**Is Your Work from Home Office Setup Correctly?  
Consider Scheduling a Remote Ergonomic Assessment!**

