

# Home Office Ergonomics

Maximize Capability & Minimize Waste

This picture does not move, but you should. Break up computer work with other activities when you can (shoot for a posture change at least every 30 minutes). If using a laptop, it's best to connect external input devices and/or a monitor for more choices. If you can connect an external keyboard and mouse, place your laptop on a stack of books.

Shoulders should be relaxed and not shrugged. Your elbows should hang naturally at your sides.

For phone use while using the mouse or keyboard, consider a headset, earbuds or speakerphone.

Your ears, shoulders and hips should form a nearly straight line.

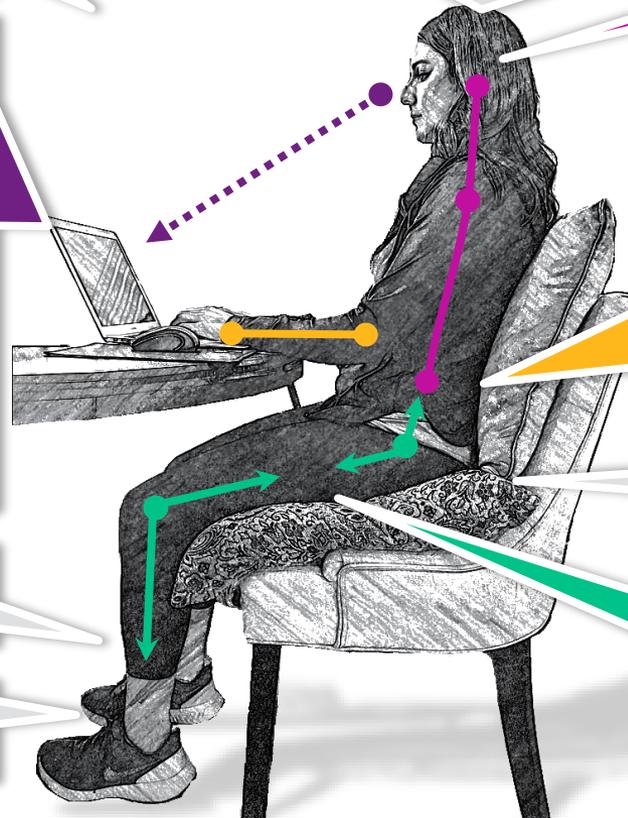
With an external monitor or laptop screen on a stack of books, the top should be at or slightly below eye-level and at least an arm's length away. Position the monitor or screen lower and closer for bifocal wearers.

Otherwise, angle your laptop screen backward to line up with your eyes as you look down your nose (as shown).

In both cases, keep monitors centered.

Keep the area underneath your desk free of clutter and loose wires.

Your feet should be flat on the floor or on a footrest or box.



Your elbows, wrists and home row of keys should form a straight line with the keyboard angle flat (not angled up) and the mouse as close to the keyboard as possible. Align belly button with "B" key. Use two hand towels to pad your laptop keyboard or a folded dish towel for a wrist rest for an external keyboard.

Add cushions if needed to shorten the seat pan and support your upper and lower back.

Your hips should be higher than your knees. Add a cushion under your hips if needed. Seek an angle of at least 100 degrees at both your hips and knees.