Tips for a Comfortable Workspace

If you are working from home, there are some simple steps you can take to enhance your comfort:

1. **Adjust, adjust, adjust:** It is very important to adjust your body position frequently in any work setting. Try alternating sitting and standing positions if possible, such as working at a counter-top (standing) then moving to a desk/table or couch (seated). When seated, change body positions by taking 1-2 minutes breaks every 30-60 minutes. Use your cell phone timer as a reminder to take breaks.

2. **Work area:** Work at a desk or table with adequate clearance for your legs and knees underneath. Try sitting with your hips and legs at a 90-angle. Your monitor and keyboard should be centered in front of you. Sit as close as comfortable to avoid reaching for your keyboard.

**Seating:** If you don’t have an adjustable chair, use seating that allows you to rest your back. Use a rolled towel or pillow for extra back support. You can also try using a slim pillow for added comfort for the seat. Use a box or stack of books to support your feet if needed.
3. **Laptop/Keyboard/Monitor:** If you are using a laptop and doing reading tasks or a task where you primarily use the mouse, try elevating the laptop to just below your eye level. If you task requires mainly keyboard use, then it should be at a level that allows you to keep your arms at a 90-degree (right) angle. Remember to adjust your body position frequently.

If possible, use an external keyboard or mouse. This will allow you to elevate the laptop to the right eye level while keeping your arms at a 90-degree (right) angle when using the keyboard.