

## Tips For Setting Up A Comfortable Home Working Environment

You can create a more comfortable, ergonomic workspace at home using the following tips:

### Desk or Table

- If you have a choice of work surface (e.g. desk or kitchen table), choose the one with the height best suited for the chair you are using.
- Ideally, your keyboard and mouse are approximately at elbow level to reduce shrugging in your shoulders and upper back when typing. The top of the laptop or monitor should be around eye level.

### Your Chair

- It's okay if you don't have a multi-way adjustable task chair at home. Identify a chair that is sturdy and relatively upright for viewing your computer or laptop on a desk or kitchen table.
- Place a small, rolled towel or pillow in your lower back if you need additional lumbar support.
- If your feet do not touch the floor, use a short stack of books or a small box for foot and leg support.

### Monitor

- If you have a separate monitor from your laptop, hook it up and use it. Raise or lower the top of your monitor to your eye level. Books or other props can be used.
- If you don't have a monitor, but do have a spare keyboard, prop your laptop on a stand or stack of books so that the top of your laptop screen is at eye level. Place your keyboard and mouse on the desk or table surface.
- If you have neither a separate monitor or keyboard (laptop only), position your laptop on a flat, sturdy surface. Angle the laptop screen up toward your eyes to reduce bending your neck. Try to relax your shoulders and upper back when typing and avoid shrugging.
- Increase the zoom setting to make text larger and easier to read.
- Follow the 20-20-20 rule: every 20 minutes, look away from or beyond your screen at least 20 feet for at least 20 seconds. This practice gives your eyes and its muscles a break.

See this [diagram](#) for suggestions on workstation setup.

### Vary Your Posture

- Take regular and frequent microbreaks which are 30 to 60 seconds long that allow you to vary your working posture by standing, walking or performing gentle stretches. Try to do this every 30 to 45 minutes. In addition, take regular work breaks throughout the day.
- Vary your posture often and regularly. For example, change from sitting to standing by using your laptop on your kitchen counter for a short period of time. If you do so, prop your laptop on books or boxes to reduce being hunched, or bent over. Another example is to occasionally sit on a cushioned chair such as a couch with your laptop on your lap.
- Make taking care of yourself a priority and take regular stretch breaks.

See this [diagram](#) for suggestions on office stretches.

### Make Time for Breaks

- Taking regular breaks helps you stay focused over long periods of time. Remember to schedule breaks in your day.
- There are many options for breaks, but everyone is unique and what works for one may not work for another. Here is a [break tracker](#), select the break mode that works best for you.

**Additional Resource:** Alberta Municipal Health and Safety Association [Work from Home](#) ergonomic video