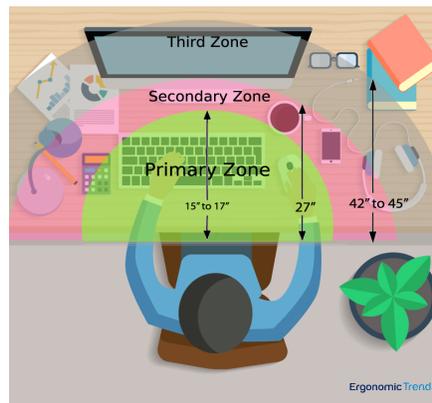


Home Workspace Ergonomics

Being successful in a home office requires creating a workspace that promotes efficiency in a non-traditional work environment. Here are some tips to help you succeed. Have a designated workspace. That way you won't slip when it comes to elevating your screen and sitting up in a real chair. You might need to elevate your computer even while sitting. The middle of your screen should be in line with your eyes while you're working, not below. Never lay your laptop on your lap or on your coffee table. Instead, your laptop should be elevated approximately 6 to 12 inches above your desk. Use books or boxes to get to that sweet spot.



Handheld (Tablets and Mobile) Devices

- Limit typing time to no more than 10-15-minute sessions.
- Stretch often when spending extended time on your device.
- Make sure to sit up straight and use something to support your arms while on your device.

Keep Moving

Even with the perfect office set up, you shouldn't sit in a chair all day. Take a break! Change your position, stretch and adjust your chair when needed. Try getting up for at least 5 minutes each hour. You can also switch between sitting and standing throughout the day. Check out this video from WebMD on [How to Create a Standing Desk](#).

Check out these stretching videos from the Mayo Clinic:

- [Deskercise - Neck and Shoulder Stretches](#)
- [Deskercise - Lower Back and Torso Stretches](#)
- Or, use the [Office Stretches](#) handout

Rest Your Eyes

Use the 20-20-20 rule: every 20 minutes, look away from your computer at an object about 20 feet away. Look at that object for 20 seconds. This will give your eyes a chance to reset their focus. If you're having trouble with your eyes, check your screen use.