

# Do It Yourself--Ergonomics at Home

One of the best things you can do for yourself is to make sure you are comfortable while you work—take the time to make sure your work space fits YOU.

1. When sitting at your desk, make sure your feet are flat on the floor (or a foot rest if your desk is too high).
2. Adjust your chair so your thighs are parallel with the floor.
3. Sit all the way back in your chair and make sure that the lumbar support on your chair is adjusted so it fits in the small of your lower back.
4. There should be 2"-3" between the front edge of the seat pan and the back of your leg. If your chair has a lever that says Slide, pull up on the lever (front left) and push the seat pan forward or backward to obtain the correct distance.
5. Your arms should rest gently on the arm rests (they should not cause your shoulders to raise).
6. Your keyboard should be flat (not slanted) and your keyboard and mouse should be centered in front of you.
7. Your keyboard should be at the same height as your elbows when seated. To check this, make sure your forearms and wrists are straight while typing. Don't use the wrist rest while typing, it's to support your wrists when you're not.
8. Make sure your monitor is also centered directly in front of you.
9. The tool bar (where your choices are located) of any computer program should be at or slightly below eye level. If you wear bifocals, the tool bar should be significantly below eye level.
10. Your monitor should be one arm's length away from you.
11. Items that you work with (phone, tape, stapler, etc.) should be within reach.

Changes may not feel comfortable at first--it can take some time to get used to them--but within a few days you'll be able to feel the difference.

*Also . . . Remember to take stretch breaks or get up and walk around throughout the day especially if you sit or stand in the same position for longer than an hour at a time.*

Set yourself up right and your body will thank you!