

HOME OFFICE HACKS

ESTABLISHING AN EFFECTIVE HOME OFFICE:

HOW TO ENSURE COMFORT & SUCCESS

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1.

Find A Designated Workspace

Create a context of productivity.

- Find a private space to minimize distractions
- Ensure you have adequate lighting
- Regulate the temperature
- Improve the air quality
- Keep your area free of clutter

2.

Set Up Your Chair

An ergonomic chair is necessary to prevent musculoskeletal pain and injury.

- Set the height so that your knees are at a 90° angle
- Make sure your seat pan is an appropriate depth
- Set your armrest height so that your elbows are at a 90° angle with your shoulders relaxed
- Ensure the lumbar support is at the small of your back

3.

Set Up Your Desk

We're not one size fits all - why should our desks be?

- A height-adjustable desk is recommended to accommodate different statures
- Set your desk to coordinate with your chair, NOT vice versa
- Your wrists should rest on your desk with your elbows still at a 90° angle
- If your desk is not height adjustable, find a way to shorten or lengthen the legs to the appropriate height

4.

Set Up Your Monitor

Proper monitor set up is important for preventing eye and neck strain.

- If you have dual monitors, put them side by side and centred in front of you
- Make sure your monitor(s) is at least an arm length away
- Adjust your monitor so that the top of the screen is at eye level
- Keep the angle of your screen upright to reduce glare

5.

Input Devices

Proper input [devices] = ideal output

- Especially when using a laptop, a wireless keyboard and mouse are necessary to ensure proper wrist position and viewing height simultaneously
- Position your keyboard central to your body
- Keep your mouse as close to your keyboard as possible to minimize reaching

ADDITIONAL TIPS

- Practice the 20-20-20 rule to prevent eye strain
 - Every 20 minutes, look at something 20 feet away for 20 seconds
- Take a movement break every hour to prevent musculoskeletal pain
- Stick to a routine! Working from home can make it difficult to maintain a healthy work-life balance. Make sure to take breaks and finish your workday on time.

For more information, please visit ewiworks.com or call 780-436-0024.

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