



## Setting up your home workstation

### Your Chair

Don't worry if you haven't got an office chair at home, you can use another chair which can be adapted.

- ✓ If using a dining chair, place a rolled-up towel in the small of your back to provide lower back support.
- ✓ Avoid sitting on a stool for long periods as this does not provide sufficient back support.
- ✓ Working from your sofa is not ideal but if this is your only option, consider a laptop tray to offer some comfort.
- ✗ Don't use a laptop on your bed as your legs are usually extended or crossed, causing us to slouch excessively.

### Your Desk

- ✓ Ideally work on a stable surface, with enough space for your laptop, pen/paper and your forearms to rest whilst typing.
- ✓ Ensure there is enough space under your workstation for your legs to move freely.
- ✓ Consider using an ironing board or kitchen worktop as a temporary 'standing desk', not ideal for long periods, but a good alternative.
- ✓ If there is insufficient lighting, use a desk lamp that points towards your desk, not your monitor (to avoid glare).



## Your Equipment

- ✓ The top of your screen should always be level with your eyebrows.
- ✓ If you need to raise your monitor, use a book or box as a simple solution.
- ✓ Position your screen an arms width away (if you can't see the screen clearly you may need an eye test).
- ✓ When typing, your forearms should rest on your desk with your elbows at around approximately 90-degrees.
- ✗ Don't stretch for your mouse, move it next to your keyboard.

## Healthy Workstation tips

- ✓ **IMPORTANT: Take a 5 minute break every hour**
- ✓ Align your body with your keyboard and monitor to avoid twisting.
- ✓ When on a call, 'walk and talk' ideally using hands free!
- ✓ Make sure you take a lunch break away from your monitor.
- ✓ Drink a glass of water every hour! You'll need the toilet more which is great for posture and reducing headaches!