You've probably occasionally worked remotely in the past, but working from home requires a better workstation than most home settings have. Setting up an at-home ergonomic workstation will lead to telework mission success! Follow this checklist to ensure your home office functions as well as your work office, even if it takes a little creative engineering.

**IF YOU HAVE AN ADJUSTABLE OFFICE CHAIR:**
- Adjust the height, seat depth, armrests and lumbar support of your chair to minimize muscle strain and fatigue and allow for neutral posture.
  - Head and neck should be upright and in-line with torso.
  - Thighs and hips should be supported and parallel to the floor.
  - Torso should be vertical or angled slightly back and fully supported by the chair's backrest, similar to sitting in a car.
  - Feet should be resting on the floor or a footrest. A sturdy box can serve as a substitute.
  - Knees should be the same height or slightly lower than hips, and feet should be kept slightly forward. There should be a two to three finger distance between the backs of your knees and the edge of your seat.
  - Shoulders should be relaxed.
  - Elbows should be close to body and bent between 90 and 120 degrees.
  - Hands, wrists and forearms should be straight, inline and parallel to the floor.

**IF YOU DO NOT HAVE AN ADJUSTABLE OFFICE CHAIR:**
- Sit at a chair with a back if possible, preferably not on a couch.
  - Using a chair with back support helps to prevent slouching — slouching adds considerable stress to your spinal system and can lead to a backache/discomfort.
  - Try different chairs in your house to find the one that allows you to best meet the guidance provided above for adjustable office chairs.
- Use a pillow or rolled-up towel at the back of your chair for lumbar support when sitting in a chair with a backrest.
- Sit on an extra chair cushion to raise the elevation of your body if the desk is too tall (as most fixed-height desks are) so that forearms are level with the work surface.
- Use a footrest or box if your feet don’t reach the floor.

**GENERAL OFFICE SETUP**
- Use a separate keyboard, mouse and monitor, if you have them available.
- Place a soft rolled-up towel in front of your keyboard and mouse to prevent contact stress if a wrist rest is not available.
- Place your laptop on a taller surface, such as a bar-height kitchen counter, or on top of a sturdy item, such as an upside down laundry basket or a tall box placed on top of a table/desk if you would like to switch to a standing position.
- Center monitor(s) at a distance that is easy to read the characters on the screen.
- Adjust monitor height so that the top of the screen (tool bar) is eye level by using a box, books, a ream of paper, board games, etc.
- Tilt your laptop screen back to create additional distance.
- Consider using a separate or wireless keyboard and mouse, if possible, so a laptop can be raised to position screen at eye level.
- Position your computer away from direct light using blinds to prevent glare on your screen and use a desk lamp when viewing printed documents if lighting is low.

---

You can read the full text [here](https://www.nasa.gov)
GENERAL OFFICE SETUP cont.

• Arrange the workspace so that frequently-used items are within reach. Your computer mouse should be positioned next to your keyboard.
• Prop documents against a piece of sturdy cardboard or a clipboard that is angled between your monitor and keyboard if a document holder is not available.
• Use speaker phone, jabber software or your computer mic when on conference calls, instead of cradling your phone.
• Take mini-breaks about every 20 minutes away from repetitive tasks and from sitting to reset your body’s natural position.
• Rest your eyes by looking away from your screen at a distant object for 10 seconds every 20 minutes.

View the handout “Make Your Workstation Work for You” to see a visual example of an ergonomically-sound workstation and some exercises you can do at your workstation. If you have ergonomic questions or concerns, reach out to your center’s health and safety group.