



ERGONOMICS HOME OFFICE

checklist

Stay comfortable, productive
and pain free!

Office chair and desk

YES | NO

- Is your chair adjustable in height?
- Does your chair support the natural curve of the spine, especially your low back?
- Is the padding on your chair comfortable?
- Is there enough room for your legs under the desk?
- Can you adjust the armrests of your chair?
- Can your feet reach the floor with your knees bent or do you use a foot rest?
- Can you adjust both your table and your chair in height?
- Do you have a desk that can be turned into a standing one?

Keyboard, Mouse and Monitor

- Is the keyboard right in front of you?
- Can you reach your keyboard and mouse without extending your arms beyond 90 degrees?
- Is your monitor placed at arm's distance without pulling your shoulder forward?
- Is the top of your monitor at or slightly below your eye-level?
- Is your monitor positioned in a way that minimizes the glare?
- When using your laptop, do you use an external mouse, a keyboard, or a laptop stand?



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Work Habits

YES | NO

- Do you sit with your back straight and use some extra support for your lower back?
- Do you switch between working positions, varying between sitting and standing throughout the day?
- Do you stand at least for a little bit during your workday?
- Do you take regular breaks to stretch out a little?
- Do you stretch your fingers, wrists and forearms every day?
- Do you follow the 20-20-20 rule*?

The 20-20-20 Rule:

every 20 minutes look at something 20 feet (~6m) away from your monitor
and hold the gaze for 20 seconds