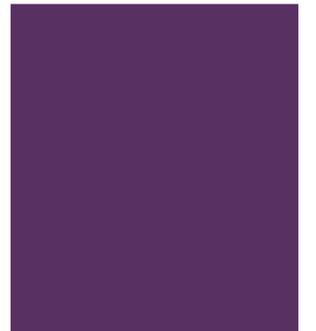# 12 Ways to Improve Your At -Home Workspace

1. Make your workspace work for you.

- Your keyboard and mouse should be at the same level, with the weight of your arms supported by the armrests of the chair. The keyboard and mouse should also be positioned so that your wrists remain straight.

- If you need to look at documents as you type, ensure that you have a document holder

- All other required tools, such as staplers, pens or pencils, and your phone, should be within reach.

- If you use the phone frequently, opt for a headset over cradling the phone between your ear and shoulder.

- Organize your workspace in zones.
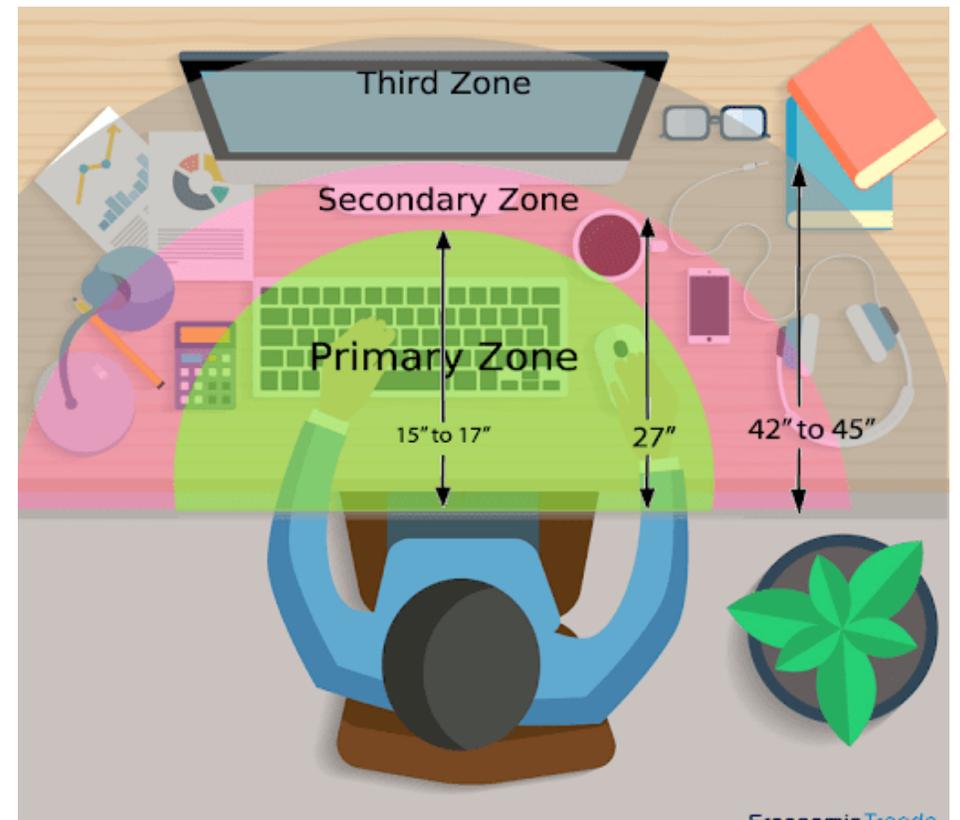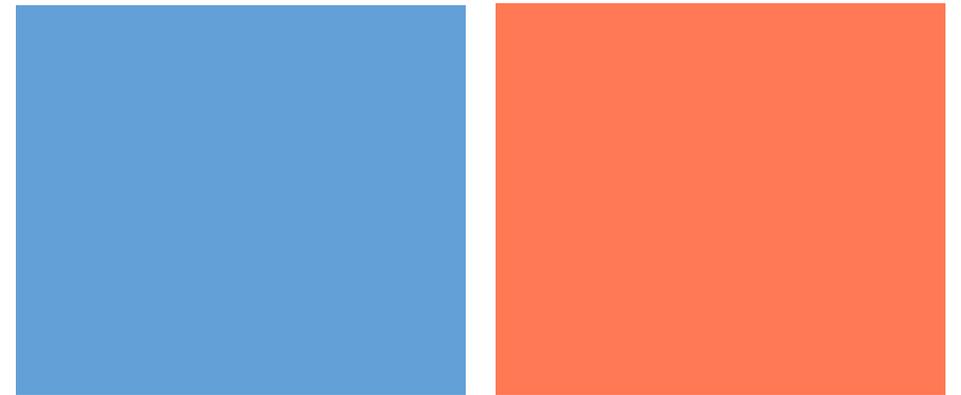
2. Assess your chair.

- Ensure your chair is adjusted so your feet rest on the floor and your knees are level with your hips.

- Use a footrest if your chair is too high for you to comfortably rest your feet on the floor.

- No lumbar support? Use a cushion between the curve of your back and the back of your chair.
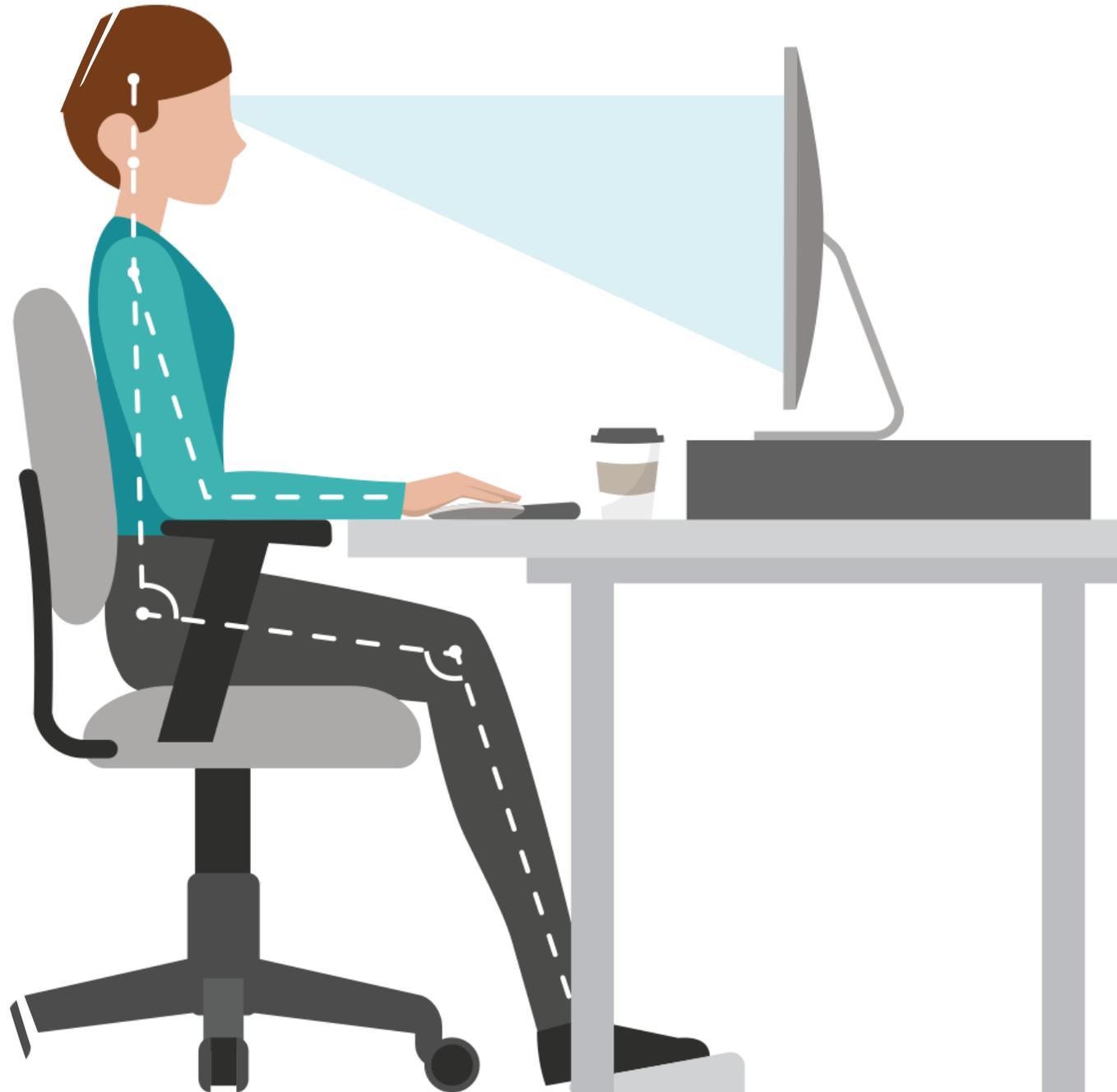
3. Don't be a slouch.

- Slouching puts more pressure on the discs and vertebrae of your back.

- Use the lumbar support of your chair and avoid sitting in a way that places body weight more on one than on the other.

- Move your chair as close to your work as possible to avoid leaning and reaching.

- Make sure to "scoot" your chair in every time you sit down.

4. Take regular stand breaks.

- If you have one, make it a habit to utilize your standing desk.

- If you are working remotely, find a space in your house where you can comfortably work while standing.

5. Stretch it out.

- Create a stretching routine and practice it regularly!

- Reach up toward the sky, do spinal twists in your chair, reach down to touch your toes, draw circles with your shoulders and neck.
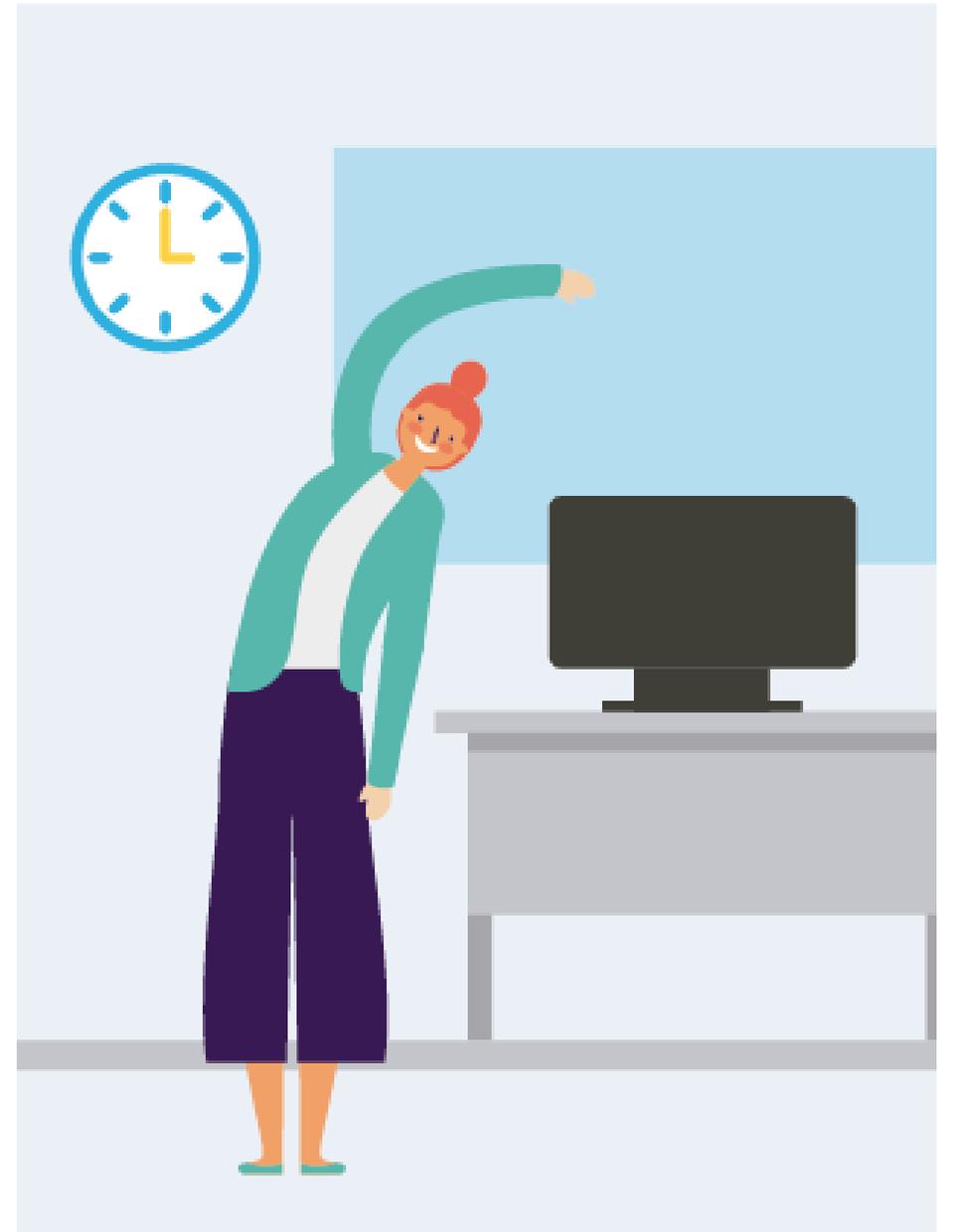
6. Work the lighting

- Lighting should not cause glare on computer screens

- Workplace settings should be equipped with softer light systems.

- Lighting that is good for reading printed material is not necessarily the best lighting for computer displays.

- Make sure your computer screen is not placed directly in front of a window or bright background.
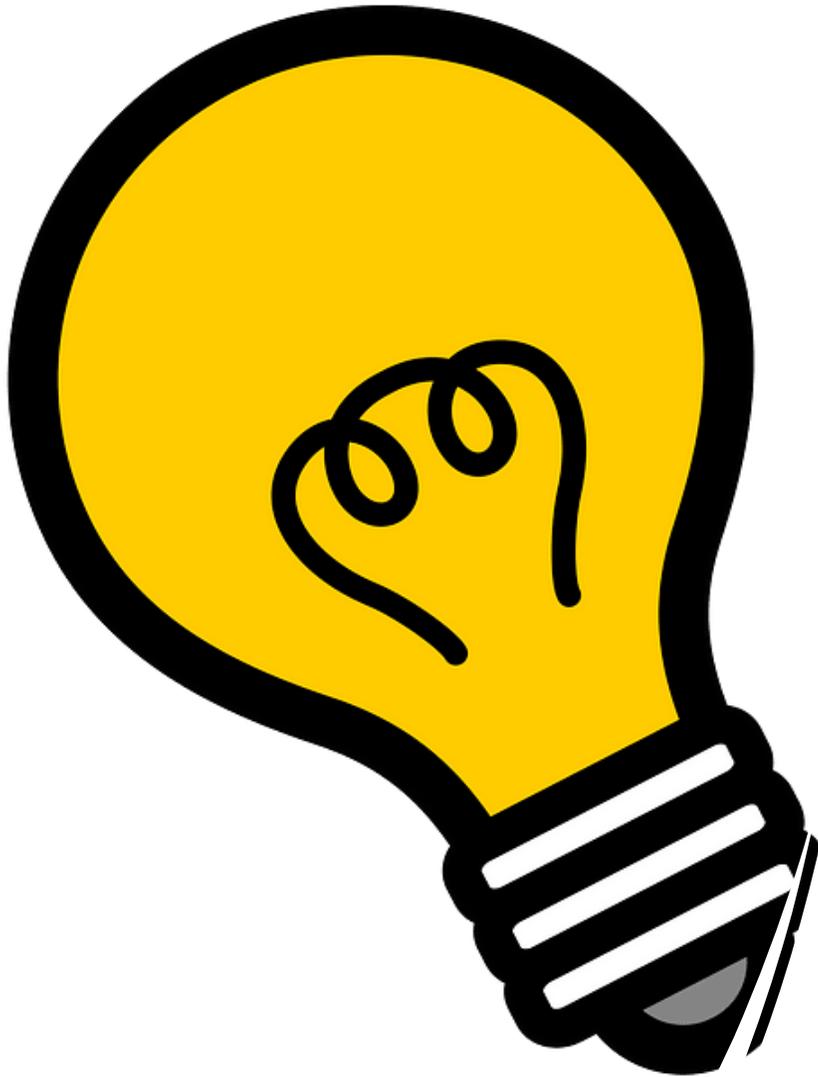
7. Take a Microbreak

- Microbreaks impose small interruptions in your focus to ease your body and reboot your brain.

- Studies show microbreaks can improve concentration and productivity, increase job satisfaction, reduce stress and even decrease risk of workplace injury.

- Even better, microbreaks can involve pretty much anything from making a cup of tea to walking around the office.

8. Take time to meditate.

- place one hand on the stomach and the other on your chest, take a deep breath in through the nose and feel the stomach rise before the chest.

- Deep breathing from the abdomen or "Belly Breathing" has been shown to help slow down breathing to help relax the body and calm the mind.

9. Plan your day

- Spread non-desk tasks throughout your day instead of completing them all at once, this will force you to get out of your chair more often and add extra movement into your day.

10. Rest your eyes.

- Looking at a computer screen for extended periods causes some changes in how your eyes work, including blinking less often and exposing more of the eye surface to air.

- Every 20 minutes, briefly look away from the computer screen for a minute or two to a more distant scene, preferably something more than 20 feet away.

- This lets the muscles inside the eye relax. Also, blink your eyes rapidly for a few seconds. This also refreshes the tear film and clears dust from the eye surface.

- Use glasses that block out blue light transmitted by electronics/screens.

11. Turn up the heat.
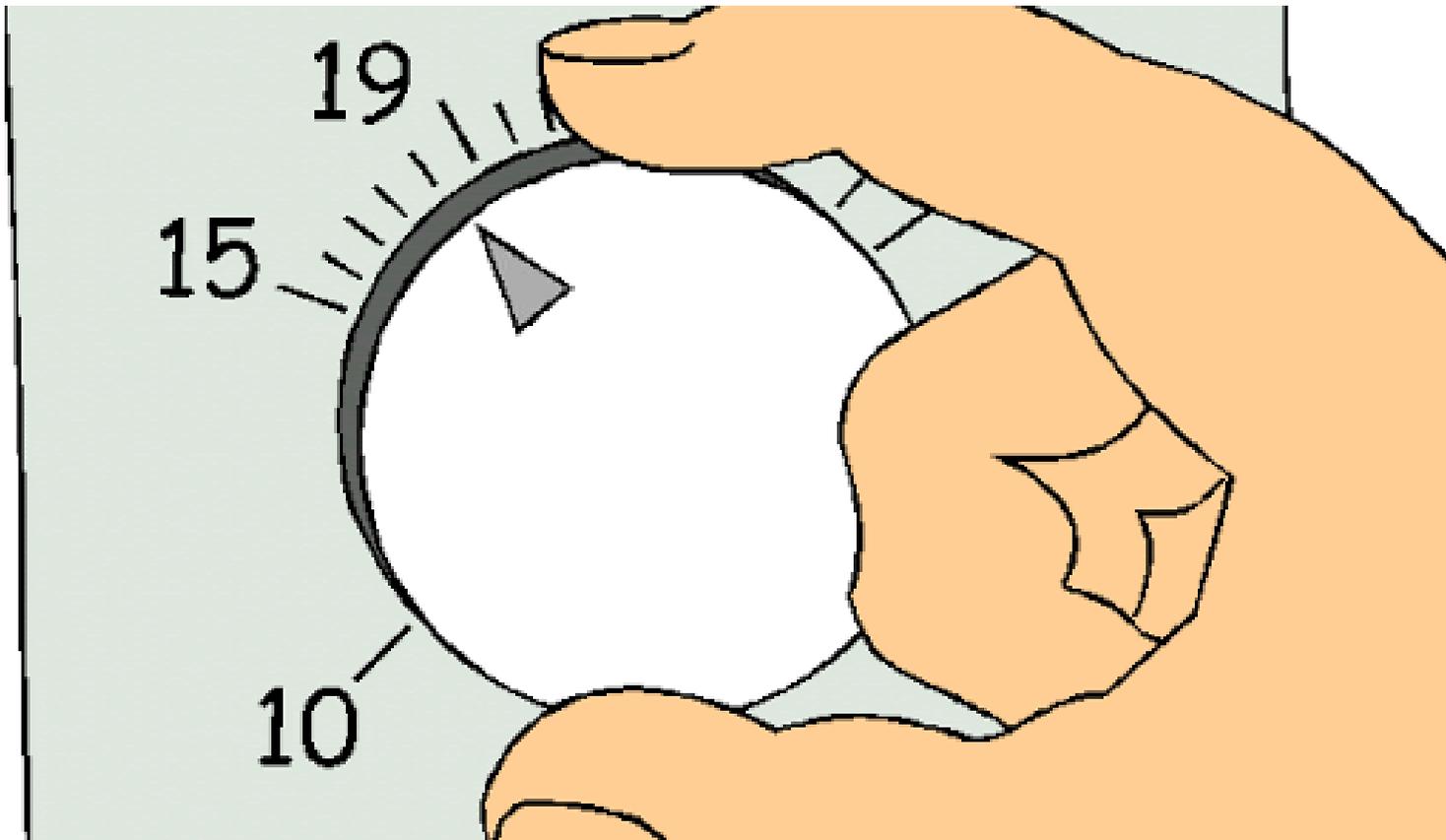
- Set the office temperature to 71 degrees. It is easier to think when you're comfortable — and, thus, easier to do your job.

- Too hot, too cold, or too fluctuating a temperature compromises the focus, efficiency, accuracy, and, ultimately, output that make for a good, happy day's work.

12. Step it up, schedule a walking meeting.

- Enjoy the experience of combining work with a bit of exercise and fresh air.

- Walking meetings are not only a great way to get some extra steps in throughout the day but have also been shown to help aid in more open communication between coworkers and increase creative thinking.

- Download the Zoom app on your phone so you can take your meetings on the go!

Questions?