

Home Office (Week 2)

Sliding into the Comfort Zone

- The golden rule for any workstation is to **'Fit your workstation to you'**.
- First get yourself comfortable in your chair, (hips and back supported, elbows at 90 degrees at your side), and then bring the work to you. This means your computer, documents and other office tools should ***slide forward*** and be positioned to fit you so that you can work in this comfortable position. This means bringing your keyboard toward you to touch your fingertips, bringing your monitor close enough and high enough that you don't need to move your head or neck to view your work.
- If you are working off of a laptop at home, **the number one item** on your wish list should be an external keyboard and mouse. If you don't have these, your body is in a catch-22. Either your head must look down at the screen or your shoulders hunch up to reach the keyboard. An external keyboard and mouse will allow you to raise your monitor and keep your input devices close.
- For shorter individuals, keyboard trays are an essential piece to the puzzle. Simple, sliding keyboard trays can position your keyboard and mouse 3" lower, allowing a significantly more relaxed posture than working with the keyboard on the desk.
- For taller people, finding ways to lift/raise your desk or monitor can be the simple fix to help you find a perfect fit.
- If Santa is planning on being generous, height and angle adjustable keyboard trays with room for the mouse will ensure you can position your keyboard to match your abilities (e.g. tilting slightly away from you if you don't look at your keyboard, and slightly higher and toward you if you need to look at the keyboard).
- Just remember, the goal is always to position the top of your keyboard and mouse at your elbow height. This helps to make sure that you aren't forced to reach forward to touch your keyboard.



Shortcut Tip In MS Excel worksheets, Right click on the tab scrolling buttons (left of the sheet tabs) to view a drop down menu of the worksheets.