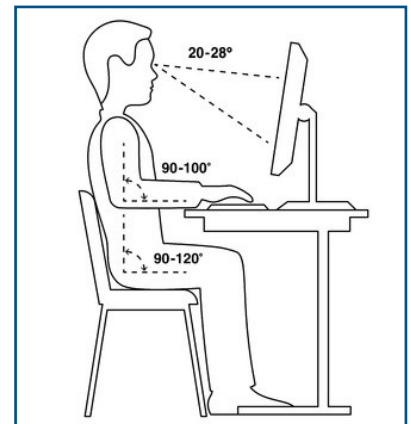


Ergonomics is the study of people’s efficiency in their work environment. The position of your monitor, how you sit, how long you sit, and many other variables can affect your work efficiency. It is also important to consider the impact that working from home can have on your mental and physical health. Here are several suggestions for making your work-from-home environment more productive, enjoyable, and healthier.

Computer and Visual Ergonomics

- Choose a chair or standing position that supports your back.
- Make sure that you are not sitting for prolonged periods of time. Stretch your fingers, hands, and arms periodically.
- Be aware of your head tilting forward or backward as this can cause neck strain and headaches. Your computer display should be located just below eye height, about 4–5 inches as measured from the center of the monitor.
- When typing, make sure that your hands are at, or below your elbows. Your knees should be level with your hips.
- Position your computer monitor 20–28 inches away from your eyes.
- Refrain from prolonged periods of working on a mobile device, as this can create eye strain.
- After 2 hours of continuous computer use, rest your eyes for 15 minutes.
- Follow the “20–20–20 rule” to reduce eye strain: every 20 minutes, look at an object at least 20 feet away from your computer monitor for at least 20 seconds.
- Set the default font size on digital devices to 3.6mm.
- Use a blue-light filter on electronic devices to block the blue light emitted from digital screens.



Mental and Physical Health

- Move around during breaks and stand during conference calls to reduce your overall time spent sitting. A 2–3 minute activity break every 30 minutes has been shown to improve blood sugar health. IFM’s Increasing Movement with Office Exercises handout also provides brief activity ideas you can do near your desk.
- Set wellness boundaries between your work and personal life by keeping a regular work schedule and routine. Turn off your computer after hours.
- Create a designated workspace separate from your living space as much as possible. When not working, close the door or hide your workspace using a partition.
- Practice 2–3 minutes of deep breathing or mindfulness meditation a few times each day. IFM’s Breathing Techniques to Soothe the Soul and Meditation handouts provide detailed instructions on how to practice this.

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