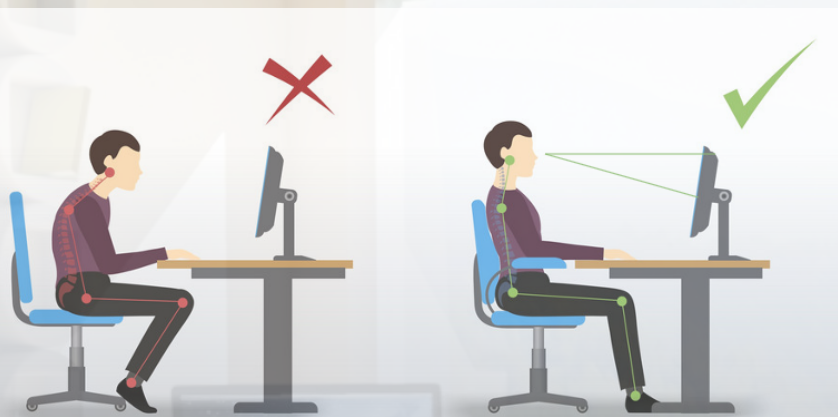


STRATEGIES FOR A PRODUCTIVE WORK STATION

With distance learning becoming more common, it is important to ensure the use of a proper work station within your home environment! A well set-up work station can increase productivity as well as limit the risk of musculoskeletal injury.



General workstation setup

- Find a comfortable & supportive chair to sit in vs lounging on the couch or bed
 - Chair that allows you to sit with adequate back support
- Try to bring the computer screen to eye level if possible
 - You can do this by placing a box or a few books under your laptop
- Position your computer screen perpendicular to any windows if possible.
 - Which reduces glare and risks of eye strain

Proper body positioning

- Feet flat on the floor- keep 90° angles between your knees, hips and elbows
- Back straight and supported
 - Imagine that you have a tail and you don't want to sit on it
- Shoulders relaxed
- Screen 18-24" away (arm's length)
 - Hold your arm out, your middle finger should touch the middle of the screen
- Using an external mouse & keyboard can aide in proper positioning



- **Using the 20:20:20 Rule**
- Every **20** minutes
- Look at something **20** ft. away
- For **20** seconds

Resources:

[Online Guide to Workspace Set Up](#)

[Additional Resource for Computer Workstation](#)