

Assessing My Home Office

Think about YOU first and how your desk impacts your posture.

1. Are my feet on the ground or fully supported on a foot rest?
2. Are my arms comfortably at my side and elbows bent to 90 degrees when using my keyboard and mouse?
3. Does my chair support my body properly?
4. Are my wrists and hands in line with my forearms?
5. Is my head in neutral position; on top of my shoulders and straight ahead?

FEET NOT SUPPORTED

- Chair too high or seat pan too deep (Footrest or shorter seat pan)

ARMS NOT AT YOUR SIDE

- Desk too high (lower the desk or if desk height fixed use a keyboard tray)
- Chair too low (Raise the height of the chair or if chair at max height use a keyboard tray)
- Keyboard too far away (Bring it closer and raise your seat height)

NOT SITTING PROPERLY

- Chair too big/small (Find a chair that fits you just right)
- Lumbar support not in the right place (Mess with the adjustments on your chair and move it to a comfortable position, don't fear the knobs and buttons))

WRIST AND HANDS IN AWKWARD POSITION

- Arms on chair are in the way (adjust or remove the arms)
- Keyboard is propped up in the back (flatten the keyboard, this will feel odd for awhile)
- Mouse is a far reach (place it closer or put it on the left of the keyboard)
- Mouse is on a different plane than the keyboard (place on the same plane as the keyboard)

HEAD IS EXTENDED BACKWARDS, CHIN UP

- Usually wearing glasses and using reader portion of glasses to see screen (lower the screen)

HEAD IS FORWARD

- Screen too low (raise the screen)
- Using laptop on desk (dock the laptop)
- Paperwork flat on the desk (low profile in line document holder)