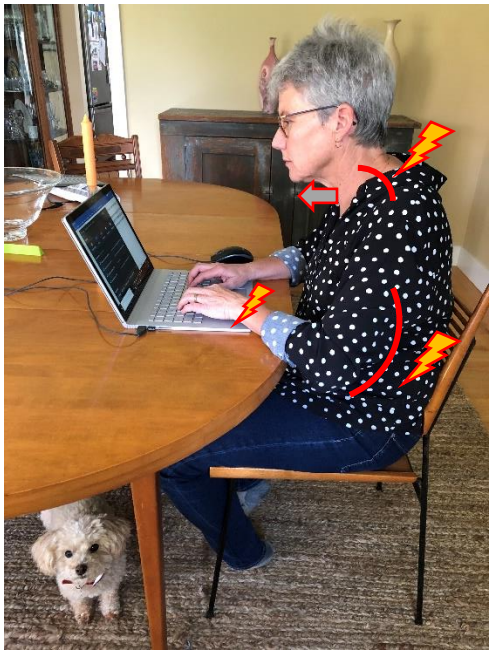
Take care while working from home

UC Berkeley San Francisco Ergonomics Program



Automatic Set-up

Aches ● Pain ● Needless fatigue

Thoughtful Set-up

Supported ●Comfortable ● Productive

Ergonomic Tips for Your Work Area

1. Use an **External <u>MOUSE</u>** to relieve arm strain from touchpad use
2. Put a **cushion** in your **chair** to raise your forearms level with your keyboard height
3. Add a **footrest** so your feet and body are supported
4. Raise your **monitor** up closer to eye level (lower for Progressive lens users)
5. Adjust the monitor to a comfortable **viewing distance** while the back is supported
6. Use an **External Keyboard** to allow the monitor to be raised

Other Wellbeing Tips

1. Keep a daily routine…Shower early and Dress (comfortably) each day
2. Consider keeping a To Do list to stay focused and see accomplishments
3. Take breaks to stand and walk to change your position hourly
4. STAND up when talking on the phone