

# Assessing My Home Office

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

1. Find a quiet space in the house. The kitchen table and sofa are not the best home office spaces.
2. Are my feet on the ground or fully supported on a foot rest?
3. Are my arms comfortably at my side and elbows bent to 90 degrees when using my keyboard and mouse?
4. Does my chair support my body properly?
5. Are my wrists and hands in line with my forearms?
6. Is my head in neutral position; on top of my shoulders and straight ahead?

## FEET NOT SUPPORTED

- Chair too high (lower chair or find a something to use as a footrest)
- Chair too deep (Use a pillow or rolled towel behind your back to shorten seat depth)

## ARMS NOT AT YOUR SIDE

- Desk too high (lower the desk or if desk height fixed use a keyboard tray)
- Chair too low (Find a firm pillow or cushion to increase your seat height)
- 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. Use a towel or pillow behind your back)

## 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, be creative)

## 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 reems or paper or a box)
- Using laptop on desk (dock the laptop and use a secondary mouse and keyboard)