

# Setting up your Work Space



These tips are provided to help you optimize your hoteling workstation(s) to avoid symptoms and maintain productivity

- 1 Use or bring a keyboard and mouse if possible
- 2 Always use an external monitor when available. Alternately raise your laptop to be used as your monitor
- 3 Choose the best chair available in your hoteling environment, with the most adjustment/support options
- 4 Adjust the chair's lumbar support to accommodate your lower back (Use or bring a lumbar pillow or foam roll if needed)
- 5 Adjust your seat pan so you have a small (2-3") gap between your knees and the front of the chair. If not adjustable, consider using a lumbar support
- 6 Try to select a work surface that is the right height for you to work with your arms in neutral postures on the keyboard and mouse (desk, standing desk, active workstation, desk with keyboard tray)
- 7 Get your keyboard and mouse slightly below elbow height:
  - Adjust if the keyboard height is adjustable, (keyboard tray, adjustable desk, etc.)
  - If not, raise your chair and use a footrest if needed
- 8 After you have made all chair and worksurface adjustments, adjust your monitor so the top of the screen is at eye height and approximately arm's length away
  - To raise, use a stand, riser, arm, shipping boxes or reams of paper
- 9 Relocate to standing or active work areas for short periods during the day if available

## Additional Tips:

- Take micro breaks, get up and walk around or outside, use further restrooms
- Stand up (walk if possible) during phone calls
- Choose a small water/coffee/soda cup to force yourself to stand up to refill it more often throughout the day
- Alternate between sitting and standing postures (if possible)
- Stand for web meetings (if possible)

