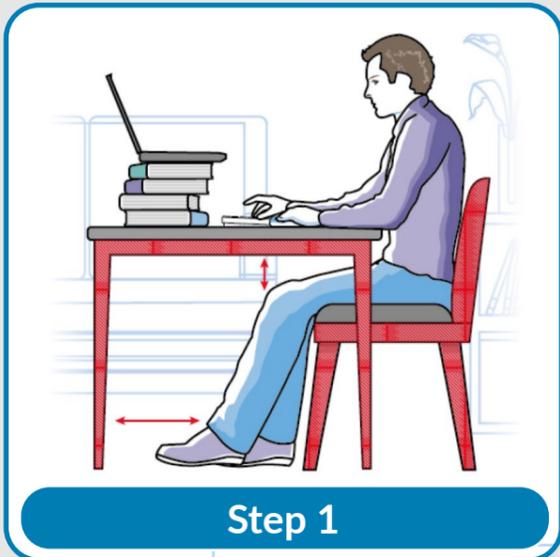
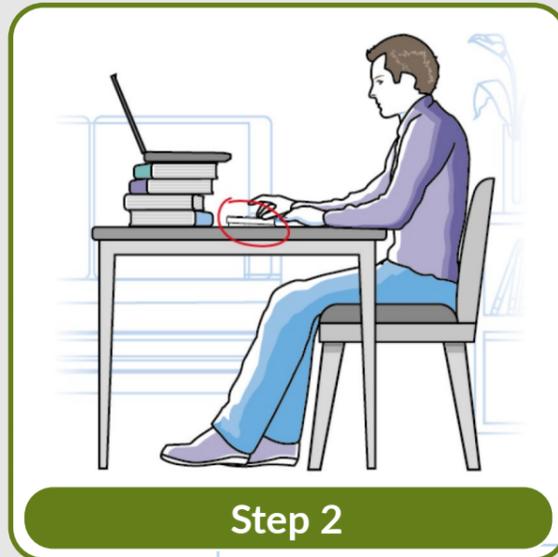


# SETTING UP YOUR HOME WORKSTATION

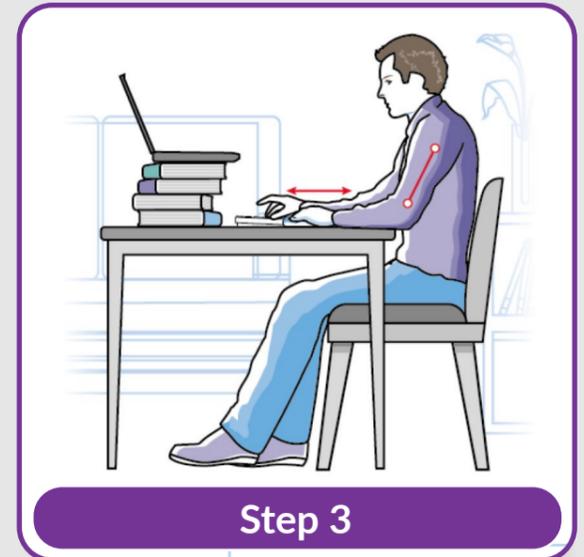
Here are some simple steps you can take to help optimise your posture and improve your comfort when working at home.



Work at a desk or table with adequate knee/foot clearance so that you can sit/stand close to your laptop.



Use a separate keyboard and mouse with your laptop.



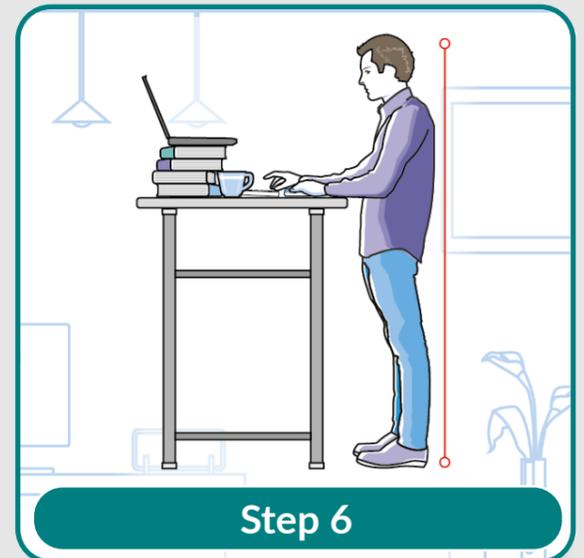
Position the keyboard and mouse directly in front of you within easy reach.



Position your laptop so that the top of the screen is level with your eye height. If you don't have a laptop riser, use a box file or some books to raise your laptop. Or plug in a separate monitor if you have one.



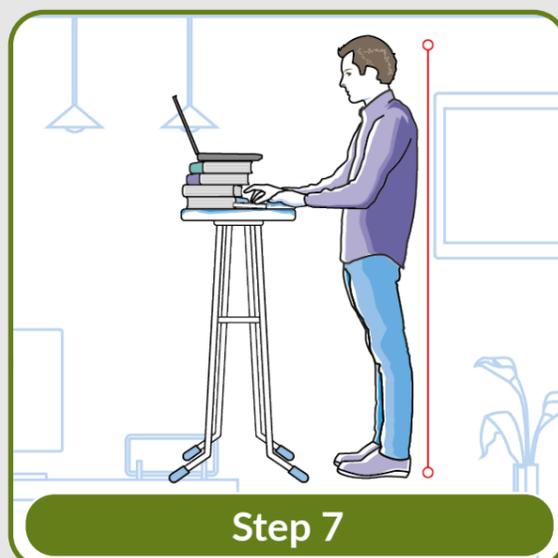
If sitting, use an adjustable chair if you have one. If not, use a rolled-up towel for extra lower back support. If your chair is too low, sit on a cushion to raise your seat height.



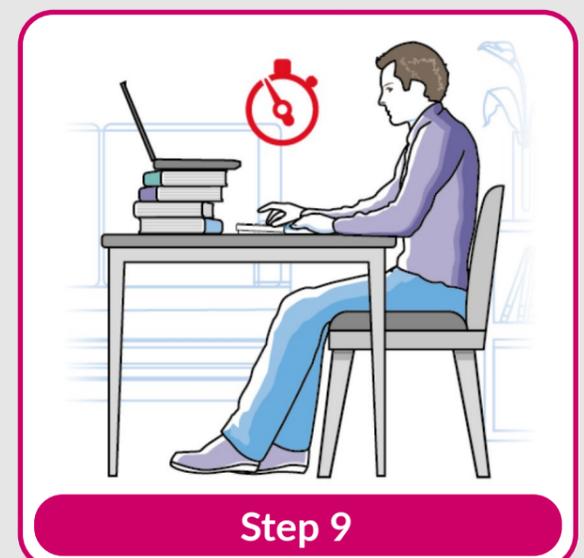
Maintain a good posture; if sitting, try to ensure that the small of your back is supported, your shoulders are relaxed (not slumped, not elevated), and that there is no unwelcome pressure on the back of your knees. If standing (e.g. at your kitchen worktop), keep your legs, torso, neck and head approximately in line and vertical – don't slouch, lean or twist to the side.



If you don't have access to a desk in your home, look for things that could be used as a desk substitute. For example, an ironing board. It can be adjusted in height so that you can sit with your shoulders in a relaxed position and your forearms parallel with the work surface.



If you are not too tall, it may even be possible to use this as a standing workstation! (Note: make sure that your ironing board is stable and deep enough to accommodate your computer equipment).



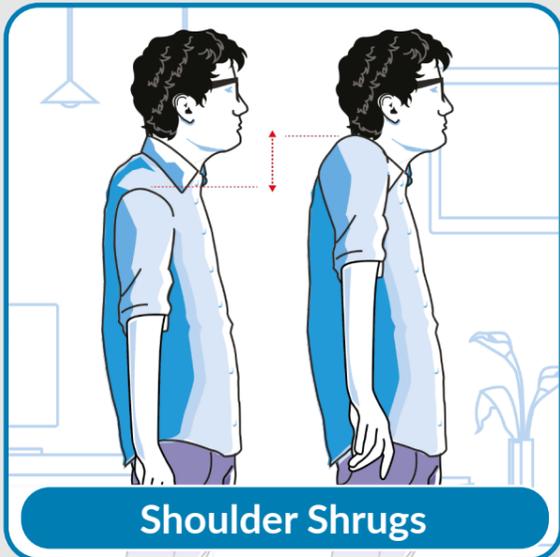
Don't sit or stand for too long – change your posture every few minutes and take regular micro-breaks away from your laptop.

# STRETCHING EXERCISES

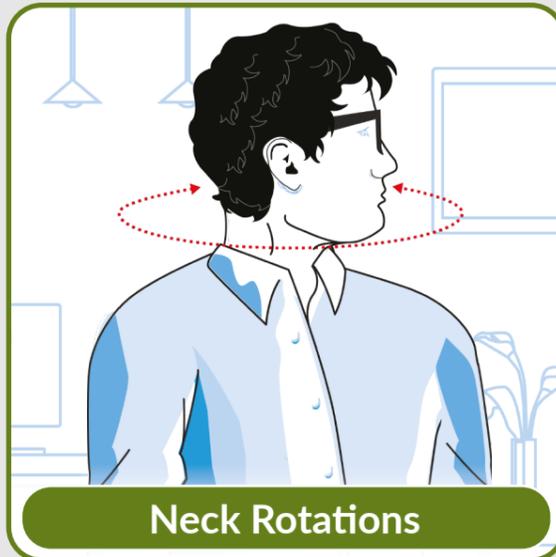
## TO DO AT YOUR DESK

### Sit less and move more

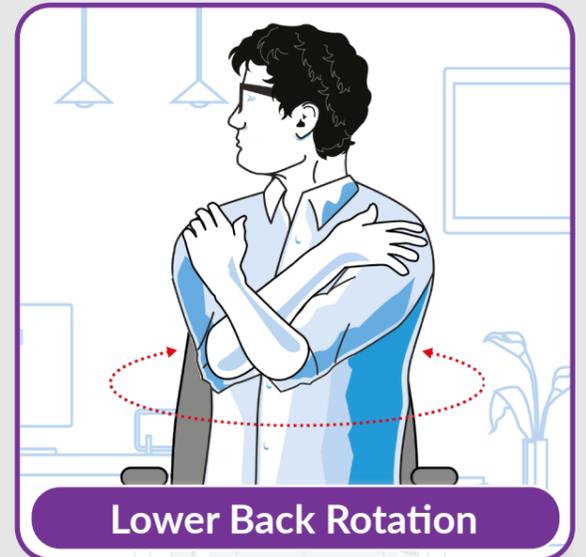
Working on a computer all day involves few changes in body position. This lack of movement can lead to musculoskeletal aches and pains. Try these stretches and gentle exercises at your desk to help you move more and ease the strain.



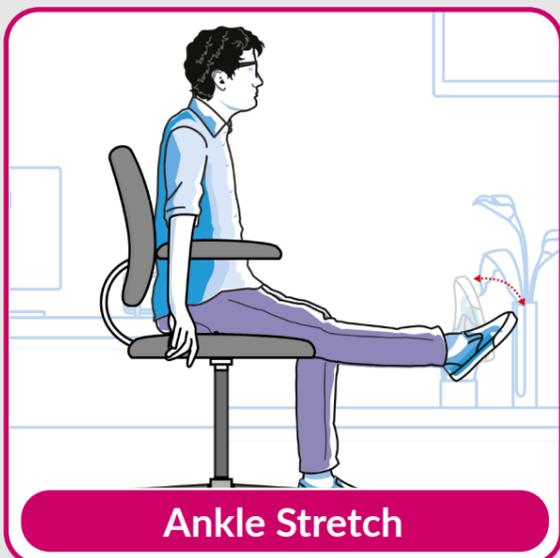
Raise both shoulders up toward your ears, squeezing them as hard as you can.  
**Hold for 5 seconds, then relax. Repeat 5 times.**



Keep your head upright. Gently turn your head from side to side. As you turn your head, try to move it past your shoulder.  
**Hold for 5 seconds, then relax. Repeat 2-3 times on each side.**



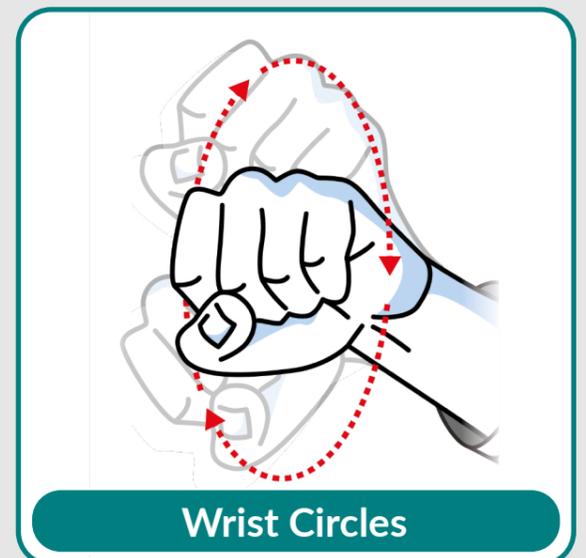
While seated, cross your arms over your chest. Grab your shoulders. Rotate your upper body from the waist, turning gently from left to right as far as you can.  
**Hold for 5 seconds, then relax. Repeat 2-3 times.**



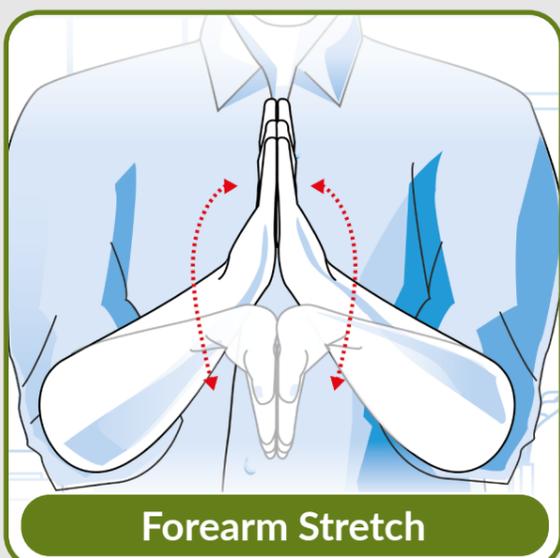
Lift your ankle clear of the floor. Alternately flex and extend your ankle in a pumping action.  
**Repeat 10 times with each ankle.**



Lace your fingers together in front of you, with your palms out. Take a deep breath and stretch your arms up as high as you can. As you exhale, open your arms, sweeping them back down.  
**Repeat 2-3 times.**



Make circles with your hands in a clockwise direction.  
**Repeat 10 times and then reverse the movement.**



Sit with your elbows out and palms together. Slowly rotate your palms down until you feel the stretch.  
**Hold for 5 seconds. Repeat 2-3 times.**



Sit straight with your feet together. Put the palms of your hands into the small of your back. Lean back over your hands, feeling your lower back stretch out.  
**Hold for 10 seconds. Repeat 2-3 times.**



Every 20 minutes look at something that is 20 feet away from you for 20 seconds.