



WORKING @ HOME Tool Kit

Struggling to find a work set-up at home that is ergonomic but not expensive?

PRO can help!

KEY POINTS TO REMEMBER:

- ▶ Your keyboard and mouse should be positioned at elbow height
- ▶ Your monitor should be aligned with your eye level & placed an arm's length away from where you are sitting
- ▶ Your feet should be supported

HOW TO GET THERE:

1. Select a work surface that is close to elbow height (sitting or standing). If struggling, consider an ironing board or box placed on a table as that can provide more height options.
2. If using a laptop, you will need some accessory equipment. A external **keyboard**, **mouse** and some **books** is all you really need.
3. Place the keyboard and mouse on the work surface (which should be at elbow height).
4. Place the laptop on the books at arm's length.
5. Use enough books to align the screen with eye level.
6. Support your feet either on the floor, books or on a small box.

