



SETTING UP YOUR HOME OFFICE



Having a nice quiet place to work is very meaningful. You may be experiencing how difficult that can be at home. Even if you have a dedicated home office space, you may now be sharing it with other people who also need access to a home office space.

When setting up a home office, consider these things:

1. Access to wifi. Many have taken the time to set up lovely home offices only to find that their wifi does not work well in that area of the house, or does not have the capacity to handle the work they are doing. Check your wifi connection before spending a lot of time setting everything up. Communicate with your employer if you are having connectivity issues and ask for ideas for how to improve it.
2. Ideally, find a place that has a door that you can close to help reduce noise. If that is not an option, try to find the quietest space available or use white noise apps to limit external noise. There are several free white noise apps available for download with a simple search.
3. Be sure there is adequate lighting. Task lights, or lights that can focus on a document or particular area, can be very useful if you only have access to a room that has poor lighting. Ideally, you would also include natural lighting in your office area, as research has proven that natural lighting helps people be more productive, happier, healthier and more calm.
4. Consider some basics of proper ergonomics:
 - » Make sure your computer screen is directly in front of you so that you aren't turning your head to view it. If possible adjust it to eye level. Ideally your eyes while looking forward will hit the top of the screen and easily read downward. If you have a laptop you can prop it up on some books and use a separate keyboard.
 - » Your keyboard should be at or below elbow level. If your only keyboard is on your laptop, and you have another monitor available, you can place the laptop where the keyboard is at the proper level and use the monitor at the appropriate eye-level.
 - » Your legs should be at a 90 degree angle at the knee. If your feet don't touch the ground consider grabbing a small stool or box and place it under your feet. If your legs are too long for the chair and your knees are cramped, try to raise your chair, place an extra cushion on the chair, or find a chair that fits you better.
 - » The goal is not to sit up right all day long. That is unrealistic. Find a way to recline slightly backward so that you are not supporting your posture through your core all day long. This could be accomplished by adjusting the lumbar on your chair, if possible, or adding a small pillow behind your back.

Most importantly, create a space that feels peaceful to you. Visual surroundings play a big role in your sense of well-being. Small things like adding a plant to your office space, or tidying your desk at the end of each day can make a big difference.