Take care while working from home

**Automatic Set-up**
- Aches ● Pain ● Needless fatigue

**Thoughtful Set-up**
- Supported ● Comfortable ● Productive

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**Ergonomic Tips for Your Work Area**

1. Use an **External MOUSE** to relieve arm strain from touchpad use
2. Put a **cushion** in your **chair** to raise your forearms level with your keyboard height
3. Add a **footrest** so your feet and body are supported
4. Raise your **monitor** up closer to eye level (lower for Progressive lens users)
5. Adjust the monitor to a comfortable **viewing distance** while the back is supported
6. Use an **External Keyboard** to allow the monitor to be raised

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**Other Wellbeing Tips**

1. Keep a daily routine...Shower early and Dress (comfortably) each day
2. Consider keeping a To Do list to stay focused and see accomplishments
3. Take breaks to stand and walk to change your position hourly
4. **STAND** up when talking on the phone