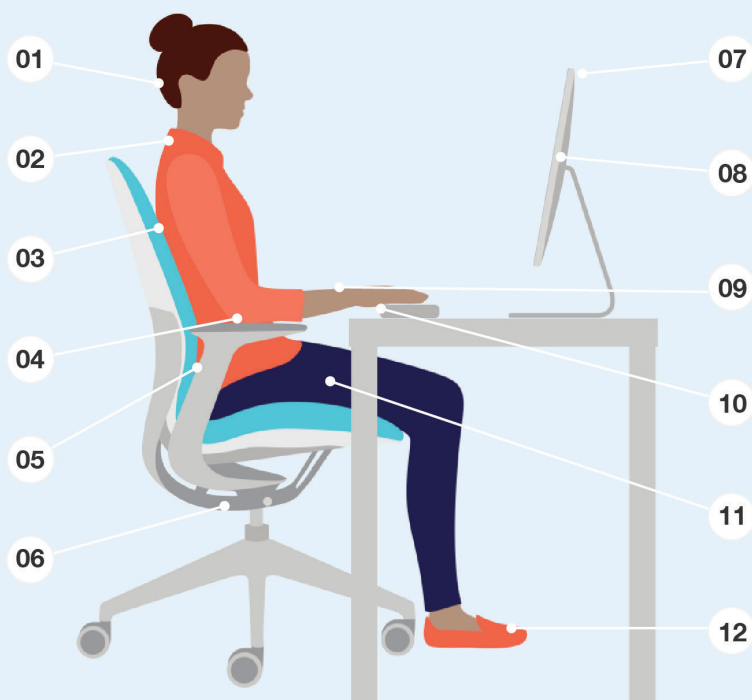


proper posture @ home

Remember, you still need to switch positions frequently even if you're on your feet.

Even just one hour each day spent standing can help maintain or renew energy levels and focus.



1. neck is straight
2. relax shoulders so arms hang naturally
3. back has full contact with the backrest
4. rest elbows and forearms comfortably on the arms of the chair
5. use a pillow or rolled towel to provide lumbar support
6. adjust the height of your chair as best possible to accommodate your working surface height
7. top of monitor is at eye level or slightly lower and directly in front
8. monitor should be an arm's length away
9. forearms should be at a 90 - 110 degree angle to the floor
10. wrists should be straight when typing, not bent
11. thighs are parallel to the floor
12. feet are flat on the floor or on a footrest

additionally...

- **monitor:** if you do not have an external monitor, try to make your laptop eye level by propping it up on a stand, box or pile of books (*this may mean you'll need a wireless mouse and keyboard as well*)
- **schedule virtual meetings with your team in mind:** barking dogs or playing children are bound to interrupt calls - discuss with your team what times of day will be the most conducive for a productive session
- **take breaks:** remember to switch your posture, stretch, take your dog for a walk, or go for a quick bike ride; it's important to take breaks from your computer screen and it will rejuvenate your mind
- **keep in touch:** virtual happy hours with your team will allow you all to take a mental break from your workload - remember to still celebrate small victories like completing a project or meeting deadlines