

# How to Homeoffice

How to create a healthy working environment at home?



## 1 Screen

Look down at the screen from above as if you were reading a book. Distance between lower edge of the screen and table surface as small as possible. Tilt the screen until your gaze is perpendicular to it. Keep a 50 to 70 centimeter viewing distance. Windows and light sources should not dazzle. Daylight should come from the side.

## 2 Desk/Table

Get up and walk around often. Relax shoulders. Upper arms should remain loose and form a right angle with the forearms, as do upper and lower legs. Put forearms horizontally on the table, feet fully on the floor, if necessary with a footrest.

## 3 Chair/Seat

Use the full seat. Changing your posture often relieves. Treat yourself with an ergonomic chair that you choose by function and comfort. The backrest should support in all sitting positions, level armrests with table surface.

## 4 Ambiance

Set up your workspace in a simple but comfortable way. Try to create an area that you consciously enter and leave. Best option, whenever possible, is a dedicated study room, or use a room divider. Take care for fresh air and daylight. Carpets are cozy and absorb noise.

## 5 Distraction

Beware of distractions, only work things are allowed in your work area. Disorder distracts. Music alongside depends on working type. Strictly adhere to working hours, set goals and take breaks. Mood tip: Put on your work outfit, especially when you do not leave your home.