

Telework Basics



Posture

Workstation Ergonomics

- **Head and Eyes:** Adjust the monitor so that it is directly in front of you at or slightly below eye level.
- **Torso:** Keep your torso vertical (line from your ears to your hips). Adjust the backrest so that it supports the normal curve in your low back.
- **Arms:** Relax your shoulders and bend your elbows to approximately 90 degrees in line with your wrists and hands. Your forearms should be parallel to the floor.
- **Legs:** Keep your thighs parallel to the floor. Keep your feet flat on the floor or use a stable foot rest.



Presence

Connecting to Life

- **Gratitude** alphabet.
- 5-4-3-2-1 **senses**.
- Mini **metta** meditation.
- **Pals:** pets, plants, partners.



Movement

Say hello to your Body

- **Stand:** Build yourself a standing desk from household items.
- **Pace:** Walk around while taking phone calls or generating ideas.
- **Workstation stretches:** (1) Chin tucks, (2) head nods, (3) goalposts, (4) wrist circles, (5) ankle circles.
- **Floor stretches:** (1) Roll-like-a-ball, (2) cat-cow, (3) gate pose, (4) figure 4 on-the-wall, (5) legs-up-the-wall.
- **Myofascial release:** Use a tennis ball in your "hip pockets" and between your shoulder blades.



Screens

Photography & Other Visuals

- **Bedtime blackout:** Put away the screens at least 30 minutes before bedtime.
- **Blink!**
- **Work away from the screen:** Think/plan while walking. Sketch ideas or write drafts on regular paper instead of staring into the screen while you think.
- **Play away from the screen:** Use your combinatory play time for activities that don't involve a screen.

