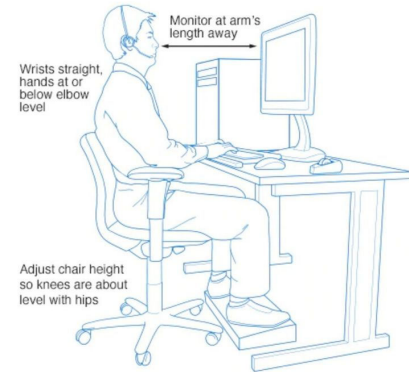


## Tips for WFH

### Posture/sitting

- Change your posture often – try and not sit in the same position/chair all day
- Don't sit on your bed or sofa all day – having your legs/body in a vertical position can lead to muscle numbness and discomfort
- Put a pillow/fluffy towel on your seat
- Place a rolled towel between your chair and back to help your lower back (or use a proper office chair if possible)
- Put your feet up on an elevated surface/stretch your legs out to increase circulation
- Similarly, don't let your feet dangle – put some books or boxes under your desk to rest your feet on
- Ideally have your hips and thighs at a 90-degree angle when you sit at your chair
- Elevate your laptop - ideally, the top of your monitor should be just below eye level, so you don't have to strain your neck to read (prop it on a pile of books or shoeboxes to help). However, you should try to move it down when you need to type so that your arms are bent at 90-degrees
- Don't hunch over your laptop
- Take breaks to walk around/do some quick stretches at your desk



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### Sore eyes/headaches

- Wear prescription glasses if you need them!!
- 20/20/20 - For every 20 minutes spent looking at a computer screen, you should spend 20 seconds looking at something else 20 feet away to give your eye muscles a break and reduce eye strain
- Stay hydrated!! If you need to nip to the toilet quickly in a lesson you can now you're at home – just don't tell your teacher, they don't want/need to know!
- Maintain proper distance - screens should be an arm's length from your eyes and positioned just below your natural line of sight
- Use a soft light desk lamp to help your eyes – your workspace needs to be bright but not too bright
- Similarly, reduce the brightness of your laptop/monitor/phone/iPad
- Reduce the glare on your screen by using an anti-glare screen or covering windows to avoid external light shining on the screen
- Make sure the font size of your screen text is adequate to read without hunching/squinting

- Reduce the amount of blue light your screen is emitting by changing the settings (laptops and phones!)
- If you can/need, buy some cheap blue light-filtering glasses
- Make sure you're getting enough sleep – at least 7 hours!
- Eat regular meals with plenty of fruit and vegetables
- Take time to relax after school
- Ensure your workspace is calm and quiet
- Don't consume caffeinated drinks (energy drinks, coke, coffee, tea)

### **Wellbeing/relaxation**

- Listen to some productive music to help you focus/relax – a good playlist I listen to on Spotify is 'Productive Morning' – it doesn't distract me but makes my office more relaxing
- Get a plant or two to boost your mood
- Light a candle – again, something to make the room a little nicer
- Have a morning routine – get ready for the day, take a shower, get dressed and follow your normal routine
- Similarly, end your day with a routine/habit that signals the end of the school/workday
- Avoid eating where you work
- Limit your screen time and balance structure and play
- Stay informed, not overwhelmed – when it comes to reading the news, make sure you're informed but limit how much you read to prevent yourself from being overwhelmed/worried