

Working from Home

Tips & tools to improve your day

Working at home comes with a variety of benefits and challenges. To be productive and effective, it is important that you assess your posture and workstation set up¹. Here are some work-at-home strategies that you can easily implement to help you be comfortable, healthy, and work your best.

DO: Sit all the way back in your chair
DON'T: Sit on the front-edge of the seat

DO: Sit tall, shoulders back, without arching
DON'T: Slouch or slump with rounded shoulders

DO: Keep your head level & in line with torso
DON'T: Cradle phone between your shoulder & head



DO: Keep hips at 90° & support thighs with a padded seat

DON'T: Sit in the same position for more than 30 minutes

DO: Keep knees the same height as hips & feet flat on floor

DON'T: Cross your legs

DO: Relax shoulders & let your arms hang
DON'T: Shift body weight to one side & push out hips

DO: Wear flat-heeled, supportive footwear
DON'T: Stand in a single position all day



Stretch every
10-15 minutes



Move every
30-60 minutes



Stay connected
with coworkers



Keep hydrated
throughout day

Work-at-Home Environment:

- Choose a clean, clutter-free and quiet work area to help you focus.
- Keep your keyboard, mouse and other frequently-used items close to you.
- Consider light sources and glare as this can cause eyestrain. You may need to adjust lighting so it is comfortable for you.

Work-at-Home Communication:

- It is important to stay social. If you normally say hello to coworkers every morning in the office, still send them a quick email or instant message.
- Use email for thoughts or deliverables that need detail.
- Use your phone for planned meetings and when you know people are ready to talk.
- Consider using video capabilities with your teammates to stay engaged.

Additional Resources:

- The United States Department of Labor, Occupational Safety and Health Administration (OSHA) has great [resources](#) on setting up your computer station at home.
- Check out Cigna's digital [Tips, Tricks and Checklists](#) guide to find more office tips and helpful exercises to prevent common injuries caused by sitting at a computer all day.
- If you need help managing stress or anxiety during these times of uncertainty, please tune into our [webinar](#) or [podcasts](#) to help.
- If you need more support as you adjust to working at home, we recommend talking to your manager and HR representative to see how they can help.

1. Based on general guidelines developed by OSHA Computer eTool-<https://www.osha.gov/SLTC/etools/computerworkstations/index.html>
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